

**MILWAUKEE COUNTY**

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
FACILITIES MANAGEMENT DIVISION**

**STIPULATED SUM (LUMP SUM) STANDARD**

**PRIME CONSULTANT AGREEMENT**

**FOR**

**PROFESSIONAL SERVICES**

(Type "D" Agreement  
for Studies, Analysis and Reports)

**PROJECT TITLE:**

\_\_\_\_\_

**PROJECT LOCATION:** \_\_\_\_\_

**PROJECT NO:** \_\_\_\_\_

Agency \_\_\_\_\_ Org. No. \_\_\_\_\_ Object No. \_\_\_\_\_

Project Code \_\_\_\_\_ Activity \_\_\_\_\_ Function \_\_\_\_\_

Category \_\_\_\_\_

Consultant Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Type of Services: \_\_\_\_\_

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### ATTACHMENTS:

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**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

between MILWAUKEE COUNTY, hereinafter designated as MILWAUKEE COUNTY or OWNER, and

\_\_\_\_\_  
hereinafter designated as CONSULTANT is subject to the following conditions.

## **1. GENERAL CONSULTANT**

**1.1** The Consultant shall provide Professional Architectural and/or Engineering Services for the various phases of the project, as may be authorized, in accordance with the Terms and Conditions of this Agreement.

**1.2** The Consultant shall designate in the space provided below one principal of the firm responsible to Owner and available to answer questions, make decisions, and bear full responsibility for the Project.

\_\_\_\_\_ is designated principal.

## **2. PROJECT SCOPE**

**2.1** Work within scope of this Agreement shall include the attached scope of work on a Lump Sum Not-To-Exceed and Reimbursable Expense Basis as outlined in this Agreement.

**2.1.1** The work as described by the "Scope of Project", accompanying the Request for Proposal; (Attachment A).

**2.1.2** Owner's desired completion dates for critical items: (Refer to paragraph 3.8 Performance Time)

<b>.1</b>	_____	_____
<b>.2</b>	_____	_____
<b>.3</b>	_____	_____
<b>.4</b>	_____	_____
<b>.5</b>	_____	_____
<b>.6</b>	_____	_____
<b>.7</b>	_____	_____
<b>.8</b>	_____	_____

## **3. BASIC SERVICES**

Services shall be furnished by the Consultant for performance of the following as may be requested in the Request for Proposal and the "Scope of Project". BASIC SERVICES shall include all work described herein except as more specifically described, required, added, or modified by the Request for Proposal, Scope of Project and Addenda.

### **3.1 General Consultant Services**

Consultant services applicable to the above phases include:

**3.1.1** Conferences with Owner, Users, Prime Contractors and sub-contractors required to review and resolve questions regarding the Project.

**3.1.2** When requested by Owner, the Consultant shall attend presentations and appearances before public bodies with Owner to discuss details, to comment, to recommend, to give progress reports, and to obtain approvals.

**3.1.3 Cost Control:** The Budget established by Owner for the construction of the Project and Consultant Fee shall be considered as absolute. The Consultant shall advise Owner in writing:

- .1 If directives or actions of Owner increase the scope or cost of the Project or are considered by Consultant to constitute Additional Services under this Agreement.
- .2 If Consultant becomes aware that current market conditions have changed sufficiently to preclude construction within the limits of the approved budget.

**3.1.4** The Consultant shall recommend to Owner the obtaining of such investigations, surveys, tests, analyses, and reports as may be necessary for proper execution of Consultant's services.

**3.1.5** Consultant shall comply with Wisconsin Laws pertaining to registered architects and engineers, and Federal, State, and Municipal Statutes, codes, and regulations relating to responsibilities in design and administration of this Contract.

## **3.2 Performance Time**

The Consultant shall complete the following time schedule for the performance of consultant's services:

- |    |       |       |
|----|-------|-------|
| .1 | _____ | _____ |
| .2 | _____ | _____ |
| .3 | _____ | _____ |
| .4 | _____ | _____ |

Schedule shall show each phase of project in working days including review times, and if required, sub-schedules to define critical portions of schedule. The schedule shall be mutually acceptable to Consultant and Owner and, at a minimum, shall be consistent with the completion dates included in 2.1.2.

## **3.3 Record Documents**

See Attachment "H".

## **3.4 Subconsultant Services**

Should Consultant find it necessary or advisable to employ subconsultants for performing services under this Agreement, the following shall apply:

**3.4.1** Consultant shall:

- .1 Be responsible for services performed by subconsultants under this Agreement.
- .2 Be compensated for the cost of subconsultants as provided under Payments. (Subconsultant compensation is included in the overall Basic Compensation Total).

**3.4.2** Subconsultants employed shall be engaged in conformance with the following:

- .1 Obtain Owner's written approval for the hiring of each proposed subconsultant to be used in performance of the contractual obligations under this Agreement. Milwaukee County's Project Manager will indicate such approval and/or rejection on Attachment Form "I-1".
- .2 Within five (5) days of the above approval, subconsultant shall execute Attachment Form "J-1" binding subconsultant to the terms and conditions of this Agreement including the Audit and Inspection of Records requirements.
- .3 Milwaukee County will not approve as a subconsultant a person connected with a firm manufacturing, selling, or installing material or equipment that is or may be included in Project.
- .4 Approved subconsultant firms shall also complete Attachment Form "B-1" (Manpower, Direct Salary Rate and Overhead & Profit Factor Schedule) for potential additional services to be requested at a later date.

**3.4.3** Unless otherwise approved by Owner, Consultant shall not employ subconsultants within the Consultant's specialties; i.e. architectural design for architects, electrical for electrical engineers, HVAC for HVAC engineers, etc.

**3.4.4** Fees for subconsultants shall be compensated by Owner as billed to Consultant. (There shall be no mark up for costs/fees billed by subconsultants.)

**3.5 Additional Services**

(Based on hourly service rates - see attachment "B-1").

Services described in this Article are not included in Basic Services, and shall be paid by Owner in addition to compensation for Basic Services. The services described under Paragraph 3.11 shall only be provided if authorized in writing by the Owner following a mutual agreement of the scope of the additional services and negotiation of a fair and reasonable actual cost "not-to exceed" fee.

**3.5.1** Making revisions in Drawings, Specifications or other documents when such revisions are:

- .1 The result of a change by Owner from a previous instruction or approval given by the Owner, including revisions made necessary by adjustments in Owner's program or Project budget;
- .2 Required by enactment or revision of codes, laws or regulations subsequent to preparation of such documents; or
- .3 Due to changes required as a result of Owner's failure to render decisions in a timely manner.

**3.5.4** Providing other services as requested by the Owner.

**3.6 Reimbursable Expenses**

See Attachment "C" for specific description of reimbursable expenses. Reimbursable expenses are limited to those not included in the Consultants and/or Subconsultants' "Overhead Factor".

**3.6.1** The allowance for all reimbursables for the project shall not exceed \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

#### **4. Compensation (Applicable to both Consultant and Subconsultants)**

Consultant compensation for services shall be based on the following terms and conditions:

##### **4.1 Basic Services Compensation Total for the project by Consultant including all Subconsultants shall be**

the "Stipulated" sum of \_\_\_\_\_

Dollars (\$ \_\_\_\_\_).

##### **4.2 Additional Services Rate Itemization**

The form on which the Additional Services Rate Itemization is reported and approved is included as Attachment B-1. (By Consultant and Subconsultants)

On Attachment Form "B-1" list staff by name, including clerical staff, who will be assigned to the Project.

Overhead rate (Overhead Factor less profit) contained within the Overhead Factor submitted by Consultant and each Subconsultant shall be Federal Acquisition Regulation (48 CFR 1-31) audit certified. Provide a copy of the most recent auditor's report for each rate.

If Consultant or Subconsultant does not possess a FAR audit certified rate then each shall submit (Attachment B-2 of 2) their proposed rate, for the fiscal year, with identification of the accounting method used and certification that the proposed rate contains only those indirect costs proper and appropriate for the

type of professional services sought by this Agreement. It is understood and agreed that no direct charge will be made for labor or expenses included in the overhead factor.

"Overhead Factor" and the "Principal's Flat Rate" shall include but are not limited to reimbursement of the following:

- |                                      |   |
|--------------------------------------|---|
| - Social Security                    | - Office Utilities  |
| - Vacation, Holiday & Sick Pay       | - General Office Expenses   |
| - Pension & Personal Insurance Plans | - Dues & Subscriptions  |
| - Local Telephone & Fax Service      | - Profit  |
| - Insurance                          | - Registration Fees   |
| - Postage & Shipping (see "C-2")     | - Legal & Accounting Expenses                                     |
| - Taxes                              | - Auto Expenses, Parking  |
| - Office & Drafting Supplies         | - Travel costs to locations within a 100-mile radius of Milwaukee |
| - Repairs & Maintenance              | - Meals   |
| - Selling Expense                    | - Use of Cadd Equipment and Systems (Including drawing plots)     |
| - Office Rental                      | - Miscellaneous Overhead  |
| - General Advertising                |   |

For personnel changes during the term of this Agreement submit a new Form "B-1" within sixty (60) days of adding or deleting staff used or permanent classification changes. In case of added personnel or classification changes, the new "Direct Salary Rate/Hour" will not increase more than 10 percent above the Rate previously listed for the specific classification being replaced.

##### **4.3 Payment for Approved Additional Services**

If approved Additional Services as set forth in Section 3.5 above are performed, Consultant shall be paid for such services and expenses on the basis of hourly rates set forth in paragraph 4.2. Amounts paid may be in excess of the Basic Compensation.

#### 4.3.1 Non-Reimbursable Costs and Services

- If arbitration or court proceedings are brought against Owner for damages or other relief attributable to the negligent acts of Consultant or defective drawings, specifications, or other Contract Documents for which the Consultant is responsible, Consultant, to the extent Consultant is found responsible, shall assume the defense, bear any related legal expense, and satisfy awards and judgments resulting from such claims. The Consultant shall pay the costs of revisions to drawings or other documents because of errors or omissions on the part of Consultant.
- Costs not specifically mentioned in Attachment "C".

### 5. PAYMENTS

Payments to Consultant for services shall be made as follows:

**5.1 Monthly invoices:** Forms D-1 & 2 for "Basic Services Compensation" and Forms D-1, 2 and 3 for approved "Additional Services". (See Attachment "D"). All costs submitted on these Forms shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to the Agreement. Except for documentation specifically required by Forms D-1, D-2 & D-3, all other supporting documentation shall not be submitted but shall be clearly identified and readily accessible as specified herein under Article 8., AUDIT AND INSPECTION OF RECORDS.

**5.1.1** Bill each individual Annual project or requested service separately following the format of Owner's Forms D-1, D-2 and/or D-3 not more than once monthly or when project Consultant service is complete. Each billing shall be for not less than \$500, except for the final billing for an amount due.

#### 5.2 Monthly Invoices and Retainage

Owner will make payments to Consultant within 30 days of invoice approval on the basis of monthly billings prepared by the Consultant and approved by the Owner. Payments will be made on the basis of ninety five percent (95%) of the approved statement. No retainage, however, shall be withheld for reimbursable expenses.

#### 5.3 Progress Payment limitations

Progress payments for basic services shall total no more than the following percentages of total basic compensation payable.

Phase 1 _____	Percent (____)
Phase 2 _____	Percent (____)
Phase 3 _____	Percent (____)
Phase 4 _____	Percent (____)
Phase 5 _____	Percent (____)

#### 5.4 Final Payment

**5.4.1** Final payment shall be made after the following have been accomplished:

- .1 Owner is in receipt of Consultant's signed Certification of Substantial Completion (A.I.A. Document G704) in conformance with Contract Documents (for each contract).



- .2 Owner is in receipt of "Record Documents".
- .3 Owner is in receipt of Consultant's invoice labeled "Final Billing".
- .4 Owner has determined that Consultant has performed the obligations under this Agreement.

5.4.2 Final payment shall be the release of the five percent (5%) retainage, held by Owner from partial payments for performance under this Agreement.

5.4.3 Upon notification from Milwaukee County to the Consultant that the obligations under this Agreement have been completed, the Consultant shall within 30 calendar days submit for payment a final invoice for any remaining unpaid charges. Should the Consultant fail to respond within the 30 days, the County will assume no additional charges have been incurred. The County will transmit to the Consultant notice of termination of this Agreement with a check for any remaining retainage.

## 6. DISPUTE RESOLUTION

6.1 Claims, disputes and other matters in question between the Consultant and the Owner arising out of or relating to the Agreement or breach thereof, which cannot be resolved through negotiation between the parties, shall be subject to and decided at the sole discretion of the Owner either by the process and procedures set forth in the most recent edition of Article 6 of AIA Document B901, Part 1, (1996 edition, not bound herein) Dispute Resolution – Mediation and Arbitration or in a court of law.

## 7. CONSULTANT'S RESPONSIBILITY

### 7.1 Insurance & Proof of Financial Responsibility for Claims

Purchase and maintain policies of insurance and proof of financial responsibility to cover costs as may arise from claims of tort as respect damage to persons or property and third parties in such coverage and amounts as required and approved by the County Risk Manager. Furnish acceptable proof of such coverage to the County Risk Manager prior to services commenced under this Agreement.

7.1.2 Provide evidence of the following coverage and minimum amounts.

Type of Coverage	Minimum Limits
Wisconsin Workers Compensation	Statutory
Employers Liability & Disease	\$100,000/\$500,000/\$100,000
General Liability	
Bodily Injury & Property Damage to include personal injury, fire, legal, products and complete operations	\$1,000,000 Per Occurrence \$1,000,000 Aggregate
Contractual Liability	
Professional Liability	
Errors & Omissions	\$2,000,000 Per Occurrence
Refer to paragraph 7.2 for additional conditions	
Environmental Impairment Insurance	\$1,000,000 Aggregate (Unless not Required)
Automobile Liability	
Bodily Injury & Property Damage	
All Autos	\$1,000,000 Per Accident

Note: Consultants performing work on the secured air side at General Mitchell International Airport and Timmerman airport shall maintain at least \$5,000,000 Auto & Commercial General Liability Limits. This can be satisfied through a combination of Auto and Umbrella Liability Limits.

- .2 Owner is in receipt of "Record Documents".
- .3 Owner is in receipt of Consultant's invoice labeled "Final Billing".
- .4 Owner has determined that Consultant has performed the obligations under this Agreement.

**5.4.2** Final payment shall be the release of the five percent (5%) retainage, held by Owner from partial payments for performance under this Agreement.

**5.4.3** Upon notification from Milwaukee County to the Consultant that the obligations under this Agreement have been completed, the Consultant shall within 30 calendar days submit for payment a final invoice for any remaining unpaid charges. Should the Consultant fail to respond within the 30 days, the County will assume no additional charges have been incurred. The County will transmit to the Consultant notice of termination of this Agreement with a check for any remaining retainage.

## **6. DISPUTE RESOLUTION**

**6.1** Claims, disputes and other matters in question between the Consultant and the Owner arising out of or relating to the Agreement or breach thereof, which cannot be resolved through negotiation between the parties, shall be subject to and decided at the sole discretion of the Owner either by the process and procedures set forth in the most recent edition of Article 6 of AIA Document B901, Part 1, (1996 edition, not bound herein) Dispute Resolution – Mediation and Arbitration or in a court of law.

## **7. CONSULTANT'S RESPONSIBILITY**

### **7.1 Insurance & Proof of Financial Responsibility for Claims**

Purchase and maintain policies of insurance and proof of financial responsibility to cover costs as may arise from claims of tort as respect damage to persons or property and third parties in such coverage and amounts as required and approved by the County Risk Manager. Furnish acceptable proof of such coverage to the County Risk Manager prior to services commenced under this Agreement.

**7.1.2** Provide evidence of the following coverage and minimum amounts.

<b>Type of Coverage</b>	<b>Minimum Limits</b>
Wisconsin Workers Compensation	Statutory
Employers Liability & Disease	\$100,000/\$500,000/\$100,000
General Liability	
Bodily Injury & Property Damage to include personal injury, fire, legal, products and complete operations	\$5,000,000 Per Occurrence
Contractual Liability	\$5,000,000 Aggregate
Professional Liability	
Errors & Omissions	\$2,000,000 Per Occurrence
Refer to paragraph 7.2 for additional conditions	
Environmental Impairment Insurance	\$1,000,000 Aggregate (Unless not Required)
Automobile Liability	
Bodily Injury & Property Damage	
All Autos	\$1,000,000 Per Accident

Note: Consultants performing work on the secured air side at General Mitchell International Airport and Timmerman airport shall maintain at least \$5,000,000 Auto & Commercial General Liability Limits. This can be satisfied through a combination of Auto and Umbrella Liability Limits.

**7.1.3** Except for Environmental Impairment Insurance, Professional Liability (Errors and Omissions), Workers Compensation and Employers Liability, name OWNER as an additional insured in the general liability and automobile policy as their interests may appear as respects services provided in this Agreement. A Waiver of Subrogation for Workers Compensation by endorsement in favor of Milwaukee County shall be provided. Afford Owner Thirty (30) day written notice of cancellation or non-renewal.

**7.1.3.1** Place insurance specified above with an A rated carrier per Best's Rating Guide approved to do business in the State of Wisconsin. Submit deviations or waiver of required coverage or minimums in writing to Owner's Risk Manager for approval as a condition of this Agreement. Waivers may be granted when surplus lines and specialty carriers are used.

**7.1.4** Submit certificate of insurance for review to Owner for each successive period of coverage for duration of this Agreement.

**7.1.5** Required certificates shall be part of Attachment "E".

## **7.2 Professional Liability - Additional Provisions**

**7.2.1** Provide additional information on professional liability coverage as respects policy type, i.e., errors and omissions for consultants, architects, and/or engineers, etc.; applicable retention levels; coverage form, i.e., claims-made, occurrence; discovery clause conditions; and effective, retroactive, and expiration dates, to Owner's Risk Manager as requested to obtain approval of coverage as respects this section.

**7.2.2** Be responsible for the accuracy of the Services performed under this agreement and promptly make necessary revisions or corrections to Services resulting from negligent acts, errors or omissions without additional compensation.

**7.2.3** Give immediate attention to these revisions or corrections to prevent or minimize delay to project schedule.

**7.2.4** Be responsible to the Owner for losses or costs to repair or remedy as a result of CONSULTANT's negligent acts, errors or omissions.

**7.2.5** It is understood and agreed that coverage which applies to services inherent in this Agreement will be extended for two (2) years after completion of Work contemplated in this project if coverage is written on a claims-made basis.

**7.2.6** Deviations and waivers may be requested in writing based on market conditions to Owner's Risk Manager. Approval shall be given in writing of any acceptable deviation or waiver to the Consultant prior to the Consultant effecting any change in conditions as contained in this section. Waivers shall not be unduly withheld nor denied without consultation with the Consultant.

**7.2.7** Obtain information on the professional liability coverage of subconsultants and/or sub-contractors in the same form as specified above for review by Owner's Risk Manager.

## **7.3 Compliance with Governmental Requirements**

**7.3.1** Evidence satisfactory compliance for Unemployment Compensation and Social Security Reporting as required by Federal and State Laws.

## **7.4 Indemnity**

Each party agrees to the fullest extent permitted by law to indemnify, defend and hold harmless, the other party, and its agents, officers and employees, from and against all loss and expenses including costs and attorney's fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of its employees or agents which may arise out of or are connected with the activities covered by this AGREEMENT. Each party shall further indemnify the other from, and defend against, any liability or expenses (including reasonable attorneys' fees) arising out of or relating to an act or omission by it or its employees arising out of or relating to (1) Federal, state, or other laws or regulations for the protection of persons who are members of a protected class or category of persons, (2) sexual discrimination or harassment, (3) any personal injury (including death) received or sustained by any employee of either party, its subcontractors, agents, or invitees for any reason not covered by workers compensation, and (4) any personal injury (including death) sustained by a third party or property damage by reason of any act or omission, negligent, or otherwise, to the extent caused by a party or its employees.

## **7.5 Conflict of Interest**

**7.5.1** Consultant shall not specify, recommend, nor commit Owner to purchase or installation of material or equipment from an entity with whom Consultant has financial or ownership interest without obtaining prior approval.

## **7.6 Cost and Scheduling**

See Attachment "G" - Cost & Scheduling Systems Requirements.

The Consultant shall prepare for inclusion with "Attachment A - Scope of Project" a "Scope and Budget" spreadsheet that is intended to represent the Consultant team's work plan, estimates of cost by task, and the consequent development of the "Not-To-Exceed" compensation totals for each services provided. The Spreadsheet shall identify all scheduled project tasks, assigned staff and firm, estimated labor hours for each staff by task, the cost per hour for each, reimbursable expenses, and total cost for each staff by task. Reimbursable expenses shall be totaled to correspond with each allowance indicated in Article 3.12.1. Additional columns on the spreadsheet shall provide a breakdown of project cost by Consultant and subconsultant.

If specifically requested by Owner, the spreadsheet shall also contain the direct salary rate per hour, overhead rate and profit for each staff and columns shall be totaled to identify the direct labor, overhead, and profit breakdown of each Basic Services Compensation Total indicated in Article 4 of this Agreement.

Concurrent with each monthly invoice the Consultant shall submit an "Earned Value" spreadsheet in the same format as described above. This spreadsheet shall identify project cost and value earned through the date of each invoice. A pay application will not be accepted for payment processing without an appropriate and accurate identification of earned value on this spreadsheet. Each "Earned Value" spreadsheet shall correspond and agree with the project schedule updates required in Attachment G.

## **8. OWNER'S RESPONSIBILITIES**

**8.1** Owner will provide information regarding the requirements for Project which will set forth Owner's objectives, schedule, constraints and criteria.

**8.2** Owner will designate a representative authorized to act on the Owner's behalf with respect to the Project. The Owner or such authorized representative shall render, in a timely manner, decisions pertaining to documents submitted by the Consultant.

- 8.3** Owner will furnish surveys required by the Project, and not otherwise provided in the Consultant's proposal, describing physical characteristics, legal limitations and utility locations for the site of the Project and a written legal description of the site. Surveys and legal information will include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements and trees; utility services and lines, both public and private, above and below grade, including inverts and depths. Survey information will be referenced to the project benchmark.
- 8.4** Owner will furnish the services of geotechnical engineers when such services are requested by the Consultant.
- 8.5** Owner will furnish structural, mechanical, and other laboratory and environmental tests, required by law or the Contract Documents.
- 8.6** Owner will give prompt written notice to Consultant if Owner becomes aware of a fault or defect in the Project or Consultant's nonconformance with the Contract Documents.
- 8.7** Owner will utilize a Consultant grading procedure for Consultant's performance on each County project. The Project Manager will grade consultant's performance and share preliminary grading with the Consultant. Consultant will have an opportunity to review and comment on the performance report. The final report along with Consultant comments will become part of the Project file and will also be added to a database tabulating all such performance ratings. (See Attachment K-2 of 2)

## **9. AUDIT AND INSPECTION OF RECORDS**

- 9.1** The authorized representative of Owner and of other governmental agencies to whom Owner may be responsive shall have access for the purpose of making audits, examinations, excerpts, and transcriptions of books, documents, papers, accounting records, time sheets, and other evidence pertaining to costs incurred and relating to Consultant's performance under this Agreement. Such materials shall be available at reasonable times during the Agreement period and for a period of three (3) years from the date of final payment under this Agreement.

## **10. OWNERSHIP OF DOCUMENTS**

- 10.1** Upon completion of the Project, Consultant shall provide reproducible copies of drawings, specifications, calculations, reports and other documents for this project prepared by Consultant to Owner which will become the property of the Owner. (See Attachment "H").
- 10.2** If Consultant's services are terminated prior to completion of the Project, Owner will indemnify and hold Consultant and Consultant's subconsultants harmless for costs or claims for damages arising out of use the of incomplete documents, interpretation, revision, alteration, or omission to the documents which are not made by Consultant or subconsultants. Should Owner reuse documents, created by Consultant, the seals and certifications of Consultant and subconsultants shall be invalid, shall not be used and shall be deleted and Owner will indemnify and hold Consultant and Consultant's subconsultants harmless for cost or claims for damages arising out of the reuse of the documents.

## **11. EQUAL EMPLOYMENT OPPORTUNITY**

- 11.1** In accordance with Section 56.17 of the Milwaukee County General Ordinances and Title 41 of the Code of Federal Regulations, Chapter 60, Consultant certifies as to the following:

#### **11.1.1 Non-Discrimination**

- .1 The Consultant shall not discriminate against an employee or applicant for employment because of race, color, national origin, age, sex, sex orientation or handicap, which includes, but is not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- .2 The Consultant shall post in conspicuous places, available to employees, notices to be provided by the County, setting forth provisions of non-discrimination clause.
- .3 A violation of this provision 11 shall be sufficient cause for County to terminate this Agreement without liability for uncompleted portion or for materials or services purchased or paid for by Consultant for use in completing this Agreement.

#### **11.1.2 Affirmative Action Program**

- .1 Consultant shall strive to implement principles of equal employment opportunity through an effective affirmative action program, which shall have as its objective to increase the use of women, minorities, and persons with disabilities and other protected groups, at all levels of employment in all divisions of Consultant's work force, where these groups may have been previously under-used and under-represented.
- .2 In the event of dispute of compliance with these requirements, Consultant shall be responsible for showing that the requirements have been met.

#### **11.1.3 Affirmative Action Plan**

- .1 Consultant shall certify that if firm has 50 or more employees, a written affirmative action plan has been filed or will be developed and submitted (within 120 days of contract award) for each establishment. File current Affirmative Action plans, if required, with one of the following: The Office of Federal Contract Compliance Programs, the State of Wisconsin, or the Milwaukee County Department of Audit, 2711 West Wells Street, 9th Floor, Milwaukee, Wisconsin 53208. If a current plan has been filed,

indicate where filed \_\_\_\_\_ and the year covered \_\_\_\_\_.

- .2 The Consultant shall require lower-tier subcontractors who have 50 or more employees to establish similar written affirmative action plans.

#### **11.1.4 Non-Segregated Facilities**

Consultant shall certify that it does not and will not maintain or provide racially segregated facilities for employees at its establishments, and that employees are not permitted to perform their services at a location under its control where racially segregated facilities are maintained.

#### **11.1.5 Subconsultants**

Consultant shall certify that certifications regarding non-discrimination, affirmative action program, and non-segregated facilities have been obtained from proposed subconsultants that are directly related to contracts with Milwaukee County, if any, prior to the award of subcontracts, and that such certification will be retained.

#### **11.1.6 Reporting Requirement**

Where applicable, Consultant shall certify compliance with reporting requirements and procedures established in Title 41 Code of Federal Regulations, Chapter 60. (Equal Opportunity Employment)

#### **11.1.7 Employees**

Consultant shall certify that \_\_\_\_\_ employees are in the Standard Metropolitan Statistical Area (Counties of Milwaukee, Waukesha, Ozaukee, and Washington, Wisconsin) and \_\_\_\_\_ employees in total.

#### **11.1.8 Compliance**

Consultant shall certify that it is not currently in receipt of outstanding letters of deficiencies, show cause, probable cause, or other notification of non-compliance with EEO regulations.

\*\*\*\*\*

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE)** **REQUIREMENTS**

- 12.1 All bidders/proposers shall comply with CFR 49, Parts 23 and 26, and Chapter 42 of the Milwaukee County Ordinances, which require all bidders/proposers to show Good Faith Efforts (GFE) toward achieving the assigned Disadvantaged Business Enterprise (DBE\*) goal on all Milwaukee County contracts with a DBE goal. In accordance with Milwaukee County policies and USDOT requirements, the contractor/consultant shall ensure that DBEs have an opportunity to participate on this contract.
- 12.2 **DBE Contract Goal:** Contractor/consultant shall utilize DBE firms to a minimum of \_\_\_% of the total contract amount, or document the good faith efforts made to meet that goal, on this contract. The DBE participation goal relative to contract award shall be based upon the approved **Commitment to Contract with DBE (DBE-14)** form. Contractors/Consultants receiving additional work on the contract, e.g., change orders, addendums, etc., shall be expected to increase DBE participation proportionally.

### **DURING SOLICITATION PROCESS**

- 12.3 The Milwaukee County Department of Community Business Development Partners (CBDP) will make the determination as to whether a contractor/consultant has made a good faith effort to achieve the assigned DBE participation goal by doing either of the following:
- a. Evidencing that it has met the DBE participation goal by submitting with its bid/proposal a signed and notarized **Commitment to Contract with DBE (DBE-14)** form documenting sufficient DBE participation; or
  - b. Documenting the good faith efforts made to meet the DBE participation goal, even though it did not succeed in achieving the goal. In this case, the contractor/consultant shall submit the **Certificate of Good Faith Efforts (DBE-01)** and all relevant documentation, which will include a signed and notarized **Commitment to Contract with DBE (DBE-14)** form documenting the DBE participation achieved toward satisfying the goal, with its bid/proposal. CBDP is prohibited, under 49 CFR, Part 26, from ignoring *bona fide* good faith efforts when making determinations on requests for waiver of the DBE goal requirement, in whole or part. Good faith effort determinations shall be made by CBDP based upon contractor/consultant showing of good faith efforts on a contract-by-contract basis.
- 12.4 Contractor/Consultant shall submit with its bid/proposal, the completed **Subcontractor/Subconsultant/ Supplier Information Sheet (DBE-02)** and signed and notarized **Commitment to Contract with DBE (DBE-14)** forms. In the event the contractor/consultant is not successful in meeting the DBE goal, a complete **Certificate of Good Faith Efforts (DBE-01)** and all relevant documentation shall be submitted with the bid/proposal in addition to the aforementioned forms.

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\* The term "DBE" means small business concerns known as Disadvantaged Business Enterprise (DBE) firms owned at least 51% by socially and economically disadvantaged individuals, and certified by the State of Wisconsin UCP under CFR, 49 Part 26.



12.5 The efforts employed by the contractor/consultant should be those that one could reasonably expect to be taken if the contractor/consultant were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE participation contract goal. (49 CFR, §26.53, and Appendix A to 49 CFR, Part 26, provide guidance regarding GFE).

12.6 In the event CBDP determines that the contractor/consultant has failed to meet the GFE requirements, the contractor/consultant is entitled to appeal this determination. The provisions of 49 CFR, §26.53(d), apply to such an appeal. A request for administrative reconsideration must be sent within three (3) days of receiving written notice of the failure to meet the GFE requirement. The request should be sent to:

Milwaukee County – City Campus  
CBDP, Room 830  
2711 West Wells Street  
Milwaukee, WI 53208

12.7 Listing a DBE on the **Commitment to Contract with DBE (DBE-14)** form shall constitute a written representation and commitment that the contractor/consultant has communicated and negotiated directly with the DBE firm(s) listed, and that it will use the listed firm(s). If awarded the contract, the contractor/consultant will enter into a contract agreement with the DBE firm(s) listed on the **Commitment to Contract with DBE (DBE-14)** form for the work and price set forth thereon. This agreement must be submitted to CBDP within seven (7) days from receipt of the **Notice to Proceed**.

12.8 Contractors/Consultants should note that for the purpose of determining compliance with the DBE requirements of this contract, only DBEs certified by the State of Wisconsin Unified Certification Program (UCP) prior to the bid/proposal submission deadline will be counted towards the satisfaction of the assigned DBE goal. If a bidder/proposer wishes to utilize a DBE firm certified in another state for credit on this contract, the bidder/proposer shall include a copy of DBE certification from the home state along with its good faith efforts documentation upon submission of bid/proposal as a matter of responsiveness. If you need clarification or assistance related to certified DBE firms, contact CBDP at (414) 278-4747.

12.9 When evaluating a contractor/consultant's proposed DBE commitment, Milwaukee County reserves the right to request any documentation from both the contractor/consultant and any listed DBE firms. If the information requested is not submitted by the contractor/consultant within the time specified for such submission, Milwaukee County may determine the contractor/consultant to be non-responsive and thereby remove them from further consideration for contract award.

#### **FOLLOWING CONTRACT AWARD**

12.10 The contractor/consultant shall prepare and submit accurate and timely forms and reports on DBE utilization after contract award. These shall include, but not be limited to **DBE Utilization Report (DBE-16)** forms, and other forms as directed. Failure to submit forms and reports with requests for payment will result in denial of payment, or other sanctions deemed appropriate by the County, including those listed under Section (9), below.

12.11 When evaluating the performance of this contract after execution, Milwaukee County reserves the right to conduct compliance reviews and request, both from the contractor/consultant and the DBE firm(s), documentation necessary to verify actual level of DBE participation. If the contractor/consultant is not in compliance with these specifications,

CBDP will notify the contractor/consultant in writing of the corrective action that will bring the contractor/consultant into compliance. If the contractor/consultant fails or refuses to take corrective action as directed, Milwaukee County may take one or more of the actions listed below:

- a. Terminate or cancel the contract, in whole or in part;
  - b. Remove the contractor/consultant from the list of qualified contractors/consultants and refuse to accept future bids/proposals for a period not to exceed three (3) years;
  - c. Impose other appropriate sanctions, including withholding any retainage or other contract payments due which are sufficient to cover the unmet portion of the DBE contract commitment, where the failure to meet the DBE contract commitment is the result of a finding by CBDP of less than adequate good faith efforts on the part of the contractor/consultant; and/or
  - d. If the contractor/consultant has completed its contract, and the DBE contract commitment was not met due to an absence of good faith on the part of the contractor/consultant as determined under 49 CFR, Part 26, the parties agree that the proper measure of damages for such non-compliance shall be the dollar amount of the unmet portion of the DBE contract commitment. The County may in such case retain any unpaid contract amounts and retainage otherwise due the contractor/consultant, up to the amount of the unmet DBE contract commitment. If insufficient funds remain in the contract account to compensate the County up to that amount, Milwaukee County may bring suit to recover damages up to the amount of the unmet commitment, including interest at the rate of 12% annually, plus the County's costs, expenses and actual attorney's fees incurred in the collection action.
- 12.12 Contractor/Consultant shall be credited for expenditures to DBE firms toward the requirements, if the entire identified scope of work has a commercially useful function in the actual work of the contract and is performed directly by the listed DBE firm. CBDP, through the application of 49 CFR, §26.55(c), will be responsible for the determination and evaluation of whether or not the firm is performing a commercially useful function on this project.
- 12.13 Contractor/consultant is required to notify CBDP if its DBE contractor(s) will further subcontract out work on this project. Work will be credited based on actual participation by DBE firms.
- 12.14 Contractor/Consultant must maintain DBE participation and performance logs. If the DBE firm(s) cannot perform, or if the contractor/consultant has a problem in meeting the DBE goal, or any other problem relative to the DBE goal requirement, the contractor/consultant shall immediately contact CBDP at (414) 278-5248. If needed, contractor/consultant must submit a written request for substitution, including the reason for the request and the log, to its DBE contractor and forward a copy to CBDP. Approval must be obtained from CBDP prior to making substitutions. Any difference in the cost occasioned by such substitution shall be borne by the contractor/consultant.
- 12.15 **Requests For Payment:** A ***DBE Utilization Report (DBE-16)*** form shall be submitted with each payment request by the contractor/consultant after contract award. This report must cover the period covered by the request for payment being submitted. This report must be submitted even if no DBE activity took place during the period being reported. The County Project Manager/Administrator will reject requests for payment that are not in compliance with this section.

12.16 **Final Payment Verification.** The contractor/consultant shall submit the ***Contract Close-Out DBE Payment Certification (DBE-18)*** and the final ***DBE Utilization Report (DBE-16)*** along with its final request for payment. The County Project Manager/Administrator will not process the final request for payment if these required reports are not included.

12.17 Milwaukee County reserves the right to waive any of these specifications when it is in the best interest of the County and with the concurrence of CBDP.

\*\*\*\*\*

Section 12 Revised 11/28/11

### **13. TERMINATION OF AGREEMENT**

13.1 This Agreement may be terminated by either party upon seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

13.2 This Agreement may be terminated by Owner upon seven days' written notice to Consultant if the Project is abandoned, funding is withdrawn or reduced, or for other sufficient causes.

13.3 Owner's obligation for Consultant's services rendered to the date of termination, abandonment, or suspension shall be for that proportion of fee earned, plus retainage and authorized Reimbursable Expenses.

13.4 In the event of termination, abandonment, or suspension, completed or partially complete work materials prepared by Consultant in conduct of this Agreement shall be provided to and become the property of Owner.

13.5 This Agreement shall terminate on December 31 of the calendar year listed on Line 1 of Page 1 of this agreement, unless mutually extended in writing.

### **14. SUCCESSORS AND ASSIGNS**

This Agreement is binding upon the Owner, the Consultant, and their respective successors, assigns, and legal representatives. Neither shall assign, sublet, or transfer its interest in this Agreement without the written consent of the other.

### **15. APPLICABLE LAW**

This Agreement shall be governed by the Laws of the State of Wisconsin.

**INDEPENDENT CONTRACTOR.** Nothing contained in this contract shall constitute or be construed to create a partnership or joint venture between Owner or its successors or assigns and Consultant or its successors or assigns. In entering into this Agreement, and in acting in compliance herewith, Consultant is at all times acting and performing as independent contractor, duly authorized to perform the acts required of it hereunder.

#### **PROHIBITED PRACTICES**

A. Contractor during the period of this contract shall not hire, retain or utilize for compensation any member, officer, or employee of County or any person who, to the knowledge of Contractor, has a conflict of interest with County.

B. Contractor hereby attests that it is familiar with Milwaukee County's Code of Ethics which states, in part, "No person may offer to give to any County officer or employee or his immediate family, and no County officer or employee or his immediate family, may solicit or receive anything of value

pursuant to an understanding that such officer's or employee's vote, official actions or judgment would be influenced thereby."

## **16. EXTENT OF AGREEMENT**

- 16.1** This Agreement represents the entire and integrated Agreement between the Owner and the Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement shall not be superseded by provisions of contracts for design or construction and may be amended only by a written instrument signed by both the Owner and the Consultant.
- 16.2** Nothing contained herein shall be deemed to create any contractual relationship between the Consultant and any of the Contractors, Subcontractors, or material suppliers on the Project; nor shall anything contained herein be deemed to give any third party any claim or right of action against the Owner or the Consultant which does not otherwise exist without regard to this Agreement.

x x x

Milwaukee County  
Department of Administrative Services  
Facilities Management Division

MANPOWER, DIRECT SALARY RATE AND OVERHEAD & PROFIT FACTOR SCHEDULE

(Used For Additional Services Only; Separate  
Schedule Required for Prime Consultant & Each Subconsultant)

Firm Name \_\_\_\_\_ Principal-in-Charge \_\_\_\_\_  
Wisconsin Reg. Number \_\_\_\_\_  
Principal's Flat Rate ..... \$\_\_\_\_\_/HR.

Overhead & Profit Factor (Multiplier)..... \_\_\_\_\_  
(Include copy of audited account of overhead factor or complete Attachment B-2 of 2.)

Name	Classification	Direct Salary Rate/Hour
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Direct Salary Rate is defined as each employee's actual and verifiable gross hourly cost of salary ("W-2" Statement Salary), exclusive of incentive bonus or other non-direct salary expenses.

Overhead & Profit Factor is defined as the multiplying factor representing each employee's pro-rata share of all other direct and indirect expenses and profit for the consultant's firm. This factor remains fixed for the life of the project.

Additions and deletions of personnel or permanent classification changes must be submitted for approval at the time the changes occur. For multi-year projects, changes in basic salary rates may be submitted for approval only in January of each calendar year.

The foregoing is a true and actual  
accounting of the rates of

Approved for Milwaukee County  
Department of Administrative Services, Facilities  
Management Division

as of: \_\_\_\_\_, 20\_\_

Date: \_\_\_\_\_, 20\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

If your firm does not possess a FAR audit certified rate, please complete the following:

**Overhead Rate = \_\_\_\_\_ (Without Profit)**

\_\_\_\_\_ does not have an audit-certified  
(Name of Firm)

overhead rate calculation. The above rate calculation, which includes all non-direct costs considered to be proper and appropriate to the provision of professional services covered by this Annual Consultant Agreement for Professional Services, was prepared in accordance with standards of

---

(Accounting Practice Used)

It is understood and agreed that no direct charge will be made for labor or expenses included in the overhead factor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION

GUIDELINES FOR REIMBURSABLE EXPENSES

GENERAL

Milwaukee County reimburses Consultants under contract for expenses in connection with authorized out-of-town travel; long distance communications; fees paid to approving authorities; reproductions which are products of service; requested renderings, presentation models and mockups; and the expenses of requested additional insurance coverage. There may be other qualifying reimbursable expense items if the project or circumstances are unique and terms concerning them are contained in an approved and signed contract. These guidelines are intended to clarify the Owner's general policies concerning payments for reimbursable items.

DEFINITION

Reimbursable expenses are out-of-pocket expenses incurred by the Consultant and Consultant's employees in direct support of the project. Over and above compensation for Basic and Additional Services, they are unique and non-recurring costs. By their nature, the cost is not predictable in advance of occurrence. Approved reimbursable expenses are billed at the same cost paid by the Consultant and are not subject to retainage provisions found in Milwaukee County service agreements.

DOCUMENTATION

Most reimbursables can be documented by presenting a copy of the original sales slip or invoice clearly highlighted, dated, and labeled with the appropriate job number/name and person incurring the expense. When the original charge has been recorded on an employee expense log, an in-house printing or copy log, or on a phone bill printout, for examples, a copy of the appropriate log or journal can be submitted as long as the costs are clearly highlighted, dated and labeled. All documentation must be attached to a cover sheet which itemizes and sub-totals the charges, by type. The documentation and cover sheet is attached to the Consultant's monthly invoice.

REIMBURSABLES BUDGET ALLOWANCE

All agreements shall establish a pre-approved budget allowance for the total out-of-pocket reimbursable expenses of Consultants. Changes to the approved allowance total require a written amendment to the Consultant's contract. As part of final contract negotiations, the consultant shall prepare an itemized budget estimate for reimburseables for review and approval by the Owner. Special care should be taken to differentiate those out-of-pocket expenses that will be initially borne by the Consultant and those that will be paid directly by the Owner (under a separate Owner Services line item in the project budget).

**AUTHORIZED OUT-OF-TOWN TRAVEL.** Reimbursable travel expenses can accrue for both travel to and from Milwaukee for work in connection with a project if that travel involves a distance greater than a 100 mile radius from Milwaukee **or if the Consultant's working office is more than 100 miles from Milwaukee.** Milwaukee County will reimburse Consultants for reasonable expenses incurred for such transportation, subsistence and lodging. Mutual agreement about what constitutes an authorized travel expense begins at the time of contract negotiations when the budget for these items is established and continues as the project proceeds. Milwaukee County policy is to pay for essential, not luxury, services.

Whenever possible, air travel dates should be planned in advance to take advantage of the lowest coach fares available on connecting airlines; Milwaukee County does not pay for first-class or business-class travel.

Daily rental car rates are rarely competitive with airport van or taxi fares to and from the airport, hotel and project meeting sites. Consultants should confer with Milwaukee County's project manager regarding the most reasonable and cost-effective means for transportation while in Milwaukee.

If traveling by personal car, the total mileage may be charged at the prevailing cost per mile rate allowed by the Internal Revenue Service. Highway tolls and parking fees for out-of town Consultants are also reimbursable, if properly documented and if the Consultant's office is more than 100 miles from Milwaukee.

Meals reimbursement qualifies if the Consultant's employees are required to eat in restaurants in connection with an out-of-town (100 mile radius) visit/trip directly in service of the project. The Consultant's choice of restaurants should be modest in every circumstance. Milwaukee County does not pay for meals taken in first-class restaurants, for cocktails, or for entertaining guests or in-town project team members. Milwaukee County discourages the scheduling of a business meeting over a meal period, thus avoiding the question of which meals might be authorized for reimbursement. Check with Milwaukee County's project manager if you are uncertain about which kind of meal expenditure might be disallowed.

Lodging costs at medium-priced accommodations will be approved. Deluxe accommodations and charges involving personal services of any kind will be disallowed.

#### LONG DISTANCE COMMUNICATIONS

Milwaukee County will reimburse the consultant for properly documented long distance telephone tolls made for project business.

#### FEES PAID TO APPROVING AUTHORITIES

Milwaukee County will reimburse the cost of fees paid for securing the approval of authorities having jurisdiction over the project. Consultants should plan for this expense in advance, because cutting Owner checks to coincide with dates of submittal cannot usually be done. County will accept, however, an out-of-sequence invoice covering an unusually high plan exam fee in order to minimize the inconvenience to the Consultant.

#### REPRODUCTIONS AND REPROGRAPHICS

The cost of drawings, specifications, reports, exhibits and other documents which are products of service are reimbursed with proper documentation. Charges for postage, handling and shipping of reproductions are considered overhead expenses and are not reimbursed. Bid sets, which are often the most expensive segment of the out-of-pocket expense paid by the Consultant, are sometimes contracted for by the Owner on larger jobs that could benefit from competitive bidding for that service. Consult with the Milwaukee County project manager if the furnishing of bid sets is not specifically excluded from Consultant's reimbursable allowance budget.

#### ADDITIONAL INSURANCE

When additional insurance coverage or limits, over and above that normally carried by a consultant is specifically requested by the Owner, Milwaukee County will reimburse that additional premium cost. Specific documentation will be requested by the Milwaukee County project manager if this expense qualifies as reimbursable.

\* \* \*



**Milwaukee County**  
**Department of Administrative Services, Facilities Management Division**

**INVOICE FOR CONSULTING SERVICES**

(Lump Sum Contract Form)

Invoice # \_\_\_\_\_

DATE \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

PROJECT NUMBER \_\_\_\_\_

CONSULTANT \_\_\_\_\_

SERVICES FOR THE MONTH ENDING: \_\_\_\_\_

1.) BASIC SERVICES (Attach Form D-2):

2.) REIMBURSABLE EXPENSES (Attach Form D-2):

(Attach itemization and back-up copies of all charges)

3.) ADDITIONAL SERVICES (Attach Form D-3):

(Attach itemization for each service by name, classification, direct salary rate  
x O.H. factor x man hours)

**TOTAL THIS MONTH:**

**LESS:** Retainage @ 5% (On Items 1. & 3. Only). . . . .

**CURRENT PAYMENT DUE**

(Attach continuation sheet, D-2, on job status)

\_\_\_\_\_

Approved for billing:

Approved for Milwaukee County  
Department of Administrative Services  
Facilities Management Division:

\_\_\_\_\_  
Consultant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# \_\_\_\_\_  
 CONSULTANT: \_\_\_\_\_  
 CONSULTANT INVOICE CONTINUATION SHEET FOR REPORTING JOB STATUS PROJ. NO. \_\_\_\_\_

Basic Services	Fee limit Per Phase/or Totals	Previously Billed	Billed This Month	Percent complete(%)	Total Billed To Date	Retainage To Date	Balance to Completion
Program, Master Plan							
Schematic Des							
Design Dev.							
Contract Doc.							
Bidding							
Const. Admin.							
Sub Total							
Reimbursables (itemize)	\$			-N.A.-		-N.A.-	
Subtotal							
Additional Services (itemize) INCR. _____	\$						
Sub-Total							
Totals							

**MILWAUKEE COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION**

**INVOICE FOR ADDITIONAL CONSULTING SERVICES ONLY**

(Multiple of Direct Salary Rate Form)  
(One FORM "D-3"/Ea. Increase/Billing)

Invoice # \_\_\_\_\_

Fee Incr. # \_\_\_\_\_

Fee Incr. Total \$ \_\_\_\_\_

DATE \_\_\_\_\_  
PROJECT TITLE \_\_\_\_\_  
PROJECT NUMBER \_\_\_\_\_  
CONSULTANT \_\_\_\_\_

SERVICES FOR THE MONTH ENDING: \_\_\_\_\_

**1.) CONSULTANT LABOR** (Refer to approved Manpower Direct Salary Rate & O.H. Factor Schedule)

Name	Classification	Direct Sal. Rate/Hr.	OH Factor	Man Hrs	Cost
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____
_____	_____	\$ _____ X	_____ X	_____ =	_____

**Sub-total**

**2.) SUBCONSULTANTS**  
(Attach itemizations in same form as above)

**Sub-total**

**3.) REIMBURSABLE EXPENSES:**  
(Attach itemization and backup copies of all charges)

**Sub-total**

**TOTAL THIS MONTH:**

**LESS:** Retainage @ 5% (On Items 1. & 2. Only). . . . .

**CURRENT PAYMENT DUE**  
(Attach continuation sheet on job status)

Approved for billing: \_\_\_\_\_

Approved for Milwaukee County  
Department of Administrative Services  
Facilities Management Division: \_\_\_\_\_

\_\_\_\_\_  
Consultant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## COMMITMENT TO SUBCONTRACT WITH DBE FIRMS

PROJECT No.: \_\_\_\_\_ PROJECT TITLE: \_\_\_\_\_

TOTAL CONTRACT AMOUNT (\*) \$ \_\_\_\_\_

**DBE Goal:** \_\_\_\_\_ (\*)

Subcontract Agreements with DBE firm(s) MUST be Submitted Within Ten (10) Days from Receipt of Notice to Proceed

A	V	Name of DBE(**) Firm(s)	Scope of Work Detailed Description	Subcontract Amount	% of Total Contract

(If using more DBE firms, include them in separate notarized form)

Total \$ Amount of DBE \_\_\_\_\_ Total % \_\_\_\_\_

I certify that these identified services and costs were quoted by the DBE firm(s). If awarded this contract, our firm \_\_\_\_\_ intends to enter into subcontract agreements with the DBE firm(s) listed for the services specified. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement or misrepresentation will result in appropriate sanctions under applicable Local, State or Federal laws.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print/Type Name of Authorized Representative

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

State of \_\_\_\_\_, My Commission expires \_\_\_\_\_.

[SEAL]

**CBDP APPROVAL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* Exclude all allowances

\*\* These may include any firms certified as DBEs by Milwaukee County Certification Program prior to the bid due date.

FOR CBDP USE ONLY: (A) \$ \_\_\_\_\_  
(V) \$ \_\_\_\_\_

Total % \_\_\_\_\_

**CBDP APPROVAL:**

\* Exclude all allowances

\*\* These may include any firms certified as DBEs by Milwaukee County Certification Program prior to the bid due date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COMMUNITY BUSINESS DEVELOPMENT PARTNERS (CBDP) OFFICE**  
**COMMITMENT TO SUBCONTRACT TO *DBE* FIRMS FORM**  
**ADDITIONAL INSTRUCTIONS/REQUIREMENTS**

**INSTRUCTIONS:**

1. In accordance with the new DBE Regulations, 49CFR26, Milwaukee County is tracking Assigned (Race Conscious) Goals for DBEs and Voluntary Utilization (Race Neutral) of DBE firms. Information reported on this form will be used to periodically adjust Race Conscious and Race Neutral components of Milwaukee County's overall DBE goal.
2. For each DBE firm listed on this form, place an "X" in the appropriate column to indicate whether it will be used to meet Assigned [(A) Race Conscious Goal] and/or Voluntary [(V) Race Neutral Goal]. Any achievement above assigned goals should be reported as voluntary goal achievement. If you indicate that a DBE firm will be used to meet both Assigned (Race Conscious) and Voluntary (Race Neutral) goals, indicate the dollar amount attributable to assigned goals. DBE use to meet assigned goals is enforceable. It is important to report the use of DBEs on a voluntary basis since they count toward meeting the overall annual DBE goal. Failure to meet voluntary goals could result in an increase of assigned (Race Conscious) goals for future bids. Our objective is to capture all DBE achievement you generate.
3. If you have questions about filling out this form, please contact the CBDP Office at (414) 278-5210

**ADDITIONAL INFORMATION/REQUIREMENTS:**

1. **ALLOWANCES (Construction Related):** During the course of this project you will be using portions of the Allowance, which was initially deducted from your contract when you figured out your DBE requirement. As the allowance is used on the project, it is to be added back into the total contract price. An exception would be if the allowance being used is such that the DBE(s) cannot handle any portion of the work, the total contract amount will remain the same. In this case, it is necessary for the prime contractor to contact CBDP office immediately by phone and provide the dollar amount involved and the reasoning for DBEs not being utilized. In addition, a follow-up letter documenting the information is required.
2. **CHANGE ORDERS:** Any prime contractor receiving additional work on the contract in the form of change orders, etc., will be expected and required to increase the amount of DBE participation proportionally. Any time you receive additional work of any type, the prime contractor is required to contact the CBDP office immediately.
3. **WRITTEN CONTRACTS WITH DBEs:** In order to avoid problems at a later date, CBDP Office requires that prime contractors enter into a contract (please send a copy to CBDP) with the DBE subcontractor(s), spelling out specifically the work to be accomplished and for the dollar amount specified in this form. Also included in the contract will be the method of retainage, which is to be based on the same percentage that will be retained by the County from the prime contractor's contract. When the County reduces the amount of retainage, a like reduction should be retained from the payment to the DBE. ***By executing the above affidavit, your company is certifying, under oath, that you have had contact with the named DBE firm(s), that the DBE firm(s) will be hired, and that the DBE firm(s) will participate to the extent indicated in performance of the contract. VIOLATION OF THE TERMS OF THE AFFIDAVIT WILL BE GROUNDS FOR TERMINATION OF YOUR CONTRACT.***
4. **DBE UTILIZATION REPORTS:** A DBE Utilization Report must be submitted with each payment application for the previous period's activity, even if no activity took place during the period being reported. CBDP may request that payments be withheld to the prime contractor who is not in compliance.
5. **SUBSTITUTIONS, DBEs SUBCONTRACTING THE WORK, TRUCKING FIRMS:** The prime contractor must submit a written request for substitution, specifying the reason for the request. Approval must be obtained prior to making substitutions. Requirement to notify and obtain approval from the CBDP Division if DBE subcontractors will further subcontract out work on this project. In the case of DBE trucking firms, credit will be given for trucks leased from other DBE firms; however, if the DBE leases trucks from non-DBE firms, only the fee or commission will be counted for DBE crediting.
6. **PAYMENT APPLICATIONS:** DBE Utilization Reports (DBD-016PS form) must be submitted with each and every Payment Application including invoices. These reports must cover the period from the start of the project to the end of each period covered by payment applications being submitted, until the end of the contract when the last payment application is submitted. The department contract administrator will reject payment applications that are not in compliance with this section.

IF YOU HAVE ANY PROBLEMS OR CONCERNS, PLEASE CONTACT THE CBDP OFFICE AT (414) 278-5248



Project Title:

## SUBCONSULTANT INFORMATION SHEET

Pursuant to Federal Regulations, Milwaukee County is required to collect information on sub-consultants submitting quotes to prime consultants/service providers that submit proposals on Milwaukee County projects. Provide the following information on both DBE and non-DBE sub-consultants bids and/or quotes. **Submit this information with proposal.**

[illegible]

(\*) Check if this sub-consultant's quote has been used in your proposal.

(\*\*) Annual Gross Receipts: A: Less than \$250,000  
B: \$250,000 to \$500,000

D: \$1 million to \$5 million

C: \$500,000 to 1 million

**F: More than \$15 million**

NOTE: Information gathered on the background and financial status of firms is protected from disclosure.

DBD-02

Revised 11/28/11

DISADVANTAGED BUSINESS ENTERPRISE

PROFESSIONAL SERVICES "DBE" UTILIZATION REPORT\*

NAME OF CONSULTANT \_\_\_\_\_ TELEPHONE NO. ( ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ (ZIP

CODE) \_\_\_\_\_

PROJECT \_\_\_\_\_ TITLE \_\_\_\_\_ PROJECT \_\_\_\_\_

# \_\_\_\_\_

TOTAL CONTRACT \$ AMT \_\_\_\_\_ TOTAL CONTRACT PAYMENT YTD \$ \_\_\_\_\_ CONTRACT % COMPLETE \_\_\_\_\_

TOTAL DBE CONTRACT \$ AMT \_\_\_\_\_ TOTAL DBE PAYMENT YTD \$ \_\_\_\_\_ DBE % COMPLETE \_\_\_\_\_ \*\*

COUNTY PROJECT/CONTACT PERSON \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

REPORT FOR THE PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_ 200 \_\_\_\_\_ FINAL REPORT: ( ) Yes ( ) No

List Disadvantaged Business Enterprise firms utilized in connection with the above Project, either as sub consultants or suppliers in the last period.

NAME OF DBE FIRM	SUB-CONTRACT \$ AMOUNT	WORK/SERVICE PERFORMED	AMT. OF PAYMENTS THIS PERIOD	AMT. OF PAYMENTS TO DATE	REMAINING BALANCE

Report Prepared by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
(Name & Title)

\*Directions for completion of report - see reverse side

\*\*If the % DBE completion is less than the % contract completion, please attach an explanation as to why the DBE requirements are not being met at this time.

Form DBD-16 FORM

Rev. 11/11

DIRECTIONS FOR COMPLETING THE "DBE" UTILIZATION REPORT

This report must be submitted with each payment application.

1. Prime consultant's registered company name.
2. Prime consultant's business telephone number.
3. Prime consultant's business address.
4. City in which prime consultant firm is located.
5. State in which prime consultant is located.
6. Zip code for prime consultant's place of business.
7. Name of County Project
8. Project number as stated in the Bid Announcements and Specifications.
9. Total dollar amount of contract awarded prime consultant by Milwaukee County.
10. Total dollar amount of payments to all employees, suppliers and all subconsultants to date.
11. County Project Manager/Contact Person with whom your firm coordinates the progress of the project.
12. Telephone number of the above County representative.
13. The period and year for which payments are being reported.
14. The line next to Final Report is to be checked only when the final payments have been made to all DBE subconsultants.
15. The name(s) of DBE firm(s) having received payment in the preceding month or period.
16. Total dollar amount of the work subcontracted to the listed firm(s).
17. The work or service performed by the listed DBE firm(s).
18. The dollar amount of payments made to each DBE subconsultant for the period being reported.
19. The total dollar amount paid to each DBE subconsultant to date (cumulative). As an example--if the report covers the first payment to a DBE subconsultant, the amounts listed in the last two columns would be the same; however, if previous payments had been made in preceding periods the columns would differ: the column "Amount of Payments for the Period" would show only the payment for the period being reported and the next column would show the subtotal of payments (cumulative) to each DBE subconsultant to date.
20. Remaining balance of the subcontract to the listed DBE firm(s).
21. Prime consultant's staff that actually prepared the report.
22. Prime consultant's officer or personnel authorized to review and approve the DBE Utilization Report.
23. Please mail this form to : CBDP Office, 2711 W. Wells Street, Room 807, Milwaukee, WI 53208

THIS REPORT MUST BE SUBMITTED EACH PAYMENT APPLICATION EVEN IF NO ACTIVITY TOOK PLACE DURING THE PERIOD BEING REPORTED

IF YOU HAVE ANY PROBLEMS OR CONCERNS WITH ANY DBE, CALL THE CBDP OFFICE AT (414) 278-5248

D-16 FORM

Rev. 11/28





**MILWAUKEE COUNTY  
COMMUNITY BUSINESS DEVELOPMENT PARTNERS (CBDP) OFFICE  
PROFESSIONAL SERVICES DBE SUBCONSULTANT PAYMENT CERTIFICATION**

**"DBE" SUBCONSULTANT PAYMENT CERTIFICATION**

This form must be attached to the final Certificate for Payment Request by Primary Contractor/Consultants

County Department Issuing Contract/Project \_\_\_\_\_

Contract/Project Title \_\_\_\_\_

DBE Firm: \_\_\_\_\_

Project No.: \_\_\_\_\_ Project Name: \_\_\_\_\_

**\*SECTION (A) DBE COMPANY COMPLETES IF FINAL PAYMENT HAS BEEN RECEIVED**

I hereby certify that our firm received \$ \_\_\_\_\_ total payment for subcontract work on the above reference Milwaukee County project or contract.

Date \_\_\_\_\_, 200\_\_.

**\*SECTION (B) BOTH PRIME CONTRACTOR AND DBE COMPANY COMPLETE IF FULL PAYMENT HAS NOT BEEN MADE TO DBE SUBCONTRACTORS AND A BALANCE REMAINS TO BE PAID.**

I hereby certify that our firm has paid to date a total of \$ \_\_\_\_\_ and will pay the balance of \$ \_\_\_\_\_ to \_\_\_\_\_ upon receipt of payment from Milwaukee County for subcontract work on the above referenced project.

Date \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
(Prime Contractor's Signature)

\_\_\_\_\_  
(Print Name & Title)

\_\_\_\_\_  
(DBE Subcontractor Signature)

\_\_\_\_\_  
(Print Name & Title)

Form DBD-18

Revised 11/28/11



MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION

COST & SCHEDULING SYSTEM REQUIREMENTS

GENERAL

SureTrak and Expedition are software packages produced by Primavera Systems, Inc. This software, in addition to Microsoft Project, is used by Milwaukee County.

Requirements According To Agreement Size

Schedule and control services using Sure Trak or Microsoft Project software are required for this project to the degree listed below:

- A. For consultant services agreements with fees up to \$50,000, FACILITIES MANAGEMENT DIVISION staff will enter schedule and control information on FACILITIES MANAGEMENT DIVISION's contract management information system. Prime Consultant shall provide scheduling information requested by FACILITIES MANAGEMENT DIVISION according to the needs of the project.
- B. For consultant agreements with a fee range from \$50,000 to \$500,000, Prime Consultant shall use Microsoft Project and provide scheduling information determined necessary by FACILITIES MANAGEMENT DIVISION according to the needs of the project. Milwaukee County will use Primavera Contract Manager for contract cost control.
- C. For consultant services contracts over \$500,000, consultant shall use Microsoft Project and provide scheduling information determined necessary by FACILITIES MANAGEMENT DIVISION according to the needs of the project. Milwaukee County will use Primavera Contract Manager for contract cost control.

SCHEDULE DEVELOPMENT

Before work begins, the Prime Consultant shall prepare a Baseline Schedule of the work scope in Critical Path Method form. The Owner will furnish an activity coding format to facilitate reports and graphics used in project management activities. The Prime Consultant shall submit the completed schedule for review and approval (cd disc format or electronic mail) by FACILITIES MANAGEMENT DIVISION's project manager. The review will confirm the following: that the schedule is complete and reflects a realistic work plan; that the total schedule costs equal the contract values; that there is a defined, justifiable critical path with design activity durations subdivided into periods less than 20 working days or \$10,000 value; that responsible parties are assigned; and that all the key project milestone dates are recorded. Owner approval of the Baseline Schedule is required before any pay request from the Prime Consultant can be processed.

The Consultant is responsible for information required to develop the schedule. Content includes work operations, sequencing, activity breakdown and time estimates. The Owner may require additional schedules or reports to verify timely completion of scheduled activities and project milestones.

On a monthly basis, the Consultant shall review the schedule and report on actual performance, i.e., the actual start and finish dates and durations, work performed since the last update, description of problem areas, delaying factors and their impacts, and corrective actions taken. The Prime Consultant shall also update the current schedule, identifying changes in network logic, work sequences and durations needed to meet contract requirements, and contract time adjustments, when authorized by the Owner. Each schedule update will be submitted to the Owner's project manager for approval on 3.5" discs or through electronic mail, concurrent with submittal of Consultant's monthly invoice for professional services. Pay applications will not be processed if updated schedule with all information required is not

submitted. Copies of approved schedule updates shall be distributed to other members of project teams with instructions to recipients to promptly report discrepancies and problems anticipated by projections shown in the schedule.

MILWAUKEE COUNTY DEPARTMENT OF Administrative Services, Facilities Management Division  
RECORD DOCUMENT STANDARDS FOR PROFESSIONAL SERVICES  
SECTION H – 2011

**I. RECORD DOCUMENTS**

The Prime Consultant shall prepare and file record documents of the project with Milwaukee County FACILITIES MANAGEMENT DIVISION, DAS as per this attachment. Prime Consultant agreement close-out and final payment will be contingent on approval of complete record document submittal by Prime Consultant.

**II. ELECTRONIC MEDIA REQUIREMENTS**

- A. Produce Project Manuals, Reports, and other permanent records in an electronic word processing format that can be read by Microsoft Office 2000. Produce Project Manual technical sections in Milwaukee County format. Obtain electronic formats for Project Manual technical sections through the Architect/Engineer of record for the Project or John Bunn (414-278-3921).

These materials shall be submitted on a CD-ROM that adheres to ISO 9660 CD, or CD-ROM XA (Mode 2) format for multi-session CD-ROM.

- B. CADD drawings shall be produced in AutoCAD 2011 software, and be capable of residing on an IBM-compatible Pentium computer utilizing Windows 2000 or Windows XP operating systems.  
**Drawings submitted in DXF format will NOT be accepted.**

The Consultant shall use AutoCAD 2011 for AutoCAD engineering drawings.

Obtain Milwaukee County drawing format standards (TITLE BLOCK DRAWING) by contacting the Architect/Engineer of record for the project or FACILITIES MANAGEMENT DIVISION, DAS Support Services (278-4829)

AutoCAD drawings shall be submitted on a CD which adheres to ISO 9660 CD, or CD-ROM XA (Mode 2) format for multi-session CD-ROM.

**III. AUTOCAD DRAWING STANDARDS**

The Prime Consultant and his/her sub-consultants shall prepare AutoCAD drawings in accordance with the following document standards:

**A. Xref Files, Image Files, Blocks and 3<sup>rd</sup> Party Fonts**

1. XBIND all Xref'd files to their drawing(s). Each individual electronic graphic document must be submitted in a single file format without any external files attached.
2. Insert all image files in Final Drawing
3. A document created with multiple files **MUST NOT SHARE LAYER NAMES** among the files.
4. Provide a **SINGLE DRAWING FILE** for each Drawing Sheet.
5. While working in Paper Space, **TURN ON VIEW LOCK** to prevent your viewport view from being accidentally altered while moving between Paper Space and Floating Model Space mode.
6. Purge all drawing files of all unused entities—Blocks, Layers, Fonts
7. "READ-ONLY" and "LOCKED" drawing files will not be accepted.

- B. It is PREFERRED that all final drawings be submitted in Model Space. However, final drawings may be submitted in Paper Space as long as AutoCAD Drawing Standards A-1 thru A-7 are adhered to.

C. Consultants shall utilize the following Milwaukee County drawing format standards:

1. standard text set-up and dimension set-up (**Attachment H-20**)
2. standard drawing conversion scale (**Attachment H-21**)
3. standard title block (**see item C-6**)
4. the standard AutoCAD font to be used is **ROMANS.shx**
5. Sheet sizes to be used, on BOND PAPER, are:

**Architectural:**

A = 9" x 12"  
B = 12" x 18"  
C = 18" x 24"  
D = 24" x 36"  
E = 36" x 48"

**Engineering:**

Ansi A = 8-1/2" x 11"  
B = 11" x 17"  
C = 17" x 22"  
D = 22" x 34"  
E = 34" x 44"

6. Text and dimension set-up, drawing conversion scale, title blocks, and border are imbedded in Title Block Drawing (**available on diskette**). Contact Alma Guzman, FACILITIES MANAGEMENT DIVISION, DAS Support Services (414-278-3986).

D. Drawing Sheet numbers and electronic drawing files shall consist of the following:

1. Alphanumeric discipline designation  
**A** - Architectural, Interiors and Facilities Management  
**C** - Civil Engineering and Site Work  
**E** - Electrical  
**EV** - Environmental  
**F** - Fire Protection  
**L** - Landscape Architecture  
**M** - Mechanical  
**P** - Plumbing  
**S** - Structural

2. A maximum of 3 characters for sheet number

Example: A101.dwg

		Sheet number
		Discipline

E. The DOS 8+3 naming convention shall be used for all Drawing Sheet numbers *and* electronic drawing files (e.g., A101.dwg).

F. Consultants shall utilize the **AIA**, or Milwaukee County Standard Layer Index, including color and line-type (**Attachments H-6 through H-19**); **OR** for approval of your firm's standard layer index, contact your Milwaukee County Project Manager to arrange approval by AE&ES.

G. The room attributes shall be provided on all AutoCAD building plans. Window attributes shall be shown on elevation drawings. The following attribute data shall be included:

1. **Rooms**  
Room number (serves as the room tag)  
Dimensions (length, width, height)
2. **Doors**  
Tag number  
Door size  
Frame size  
Fire rating

3. **Windows**
  - Tag number
  - Size
  - Glazing
  - Framing material

#### IV. **DOCUMENT REQUIREMENTS**

A. **Design Documents:** Prepare and submit the following documents to the DPW-Records Management Office with a copy of the transmittal letter submitted to the respective Project Manager:

1. City/State Approved Drawings (1) original set
2. Bid Set Drawings (1) set BOND PAPER (marked as "ORIGINAL")  
(1) set electronic file
3. Project Manual and Detail Manual (1) set hard copy  
(1) set electronic file

B. **As-Built/Record Documents:** Prepare and submit the following record documents to the DPW-Records Management Office with a copy of the transmittal letter submitted to the respective Project Manager:

1. As-Built/Record Drawings (2) sets BOND PAPER (marked as "ORIGINAL")  
(1) set electronic file
2. Project Manual and Detail Manual (2) sets hard copy  
(1) set electronic file
3. Operating/Maintenance Manuals (3) sets hard copy

The Prime Consultant and his/her sub-consultants shall prepare and submit the required As-Built/Record Drawings and Project Manuals in accordance with the following procedures:

1. Obtain from each Prime Contractor marked-up prints, clarification drawings, shop drawings and/or any other data showing significant changes in the work made during the construction phase, including all changes described in the original addenda.
2. Update the original electronic drawings and project manuals by transferring all addenda and field changes from the contractor's marked-up documents, describing significant changes to the original drawings and project manuals.

The Prime Consultant shall list all revisions on each drawing and identify each revision with boundaries. Each drawing shall be labeled **AS-BUILT/RECORD DRAWINGS** and **PROJECT and DETAIL MANUAL**, and have them dated and signed by the Principal in Charge.

3. The end product shall consist of a composite set of Record Drawings and Project Manuals accurately showing the as-built, on-site conditions of the entire project.

C. **Studies/Analysis/Survey Reports:** Prepare and submit the following documents to the DPW-Records Management Office with a copy of the transmittal letter submitted to the respective Project Manager:

1. Final Approved Report (2) sets hard copy  
(1) set electronically produced



**V. FINAL DOCUMENT REQUIREMENTS FOR ELECTRONIC MEDIA**

The Prime Consultant and his/her sub-consultants shall prepare and submit:

A. A Drawing Directory consisting of a drawing index, in hard copy and on electronic media, that is sorted by:

1. Property (Site)
2. Building
3. Discipline

and shall include:

1. MILWAUKEE COUNTY Project Number
2. MILWAUKEE COUNTY Site I.D. and Building I.D.
3. MILWAUKEE COUNTY Drawing Name and Description
4. Sheet number
5. Text Style
6. Image Files
7. 3<sup>rd</sup>-Party Fonts
8. **Layer Log** for each Drawing Sheet including layer name, state (on/off), color, line-type, defined blocks, user blocks, dependent blocks and unnamed blocks.

B. Detail Drawings produced as a MANUAL shall include a Drawing Index consisting of the detail title and/or description, and identification number sorted by discipline and page number. The Drawing Index shall be submitted in hard copy and shall be incorporated in the Detail Manual.

C. Consultants shall also submit correspondence outlining all special loading or start-up procedures required to generate the drawings for viewing, manipulating and editing on Milwaukee County FACILITIES MANAGEMENT DIVISION, DAS's CADD system (AutoCAD 2011).

D. Consultants shall label the CD-ROM identifying:

1. Project Number
2. Project Title with Site I.D. and Building I.D.
3. Name of Consultant Firm and Principal in Charge
4. Date

E. Consultants may insert their logos on Milwaukee County's Standard Cover Sheet with PRIOR APPROVAL from the Architect/Engineer of record for the project.

Submit the Project Cover Sheet Layout to the Architect/Engineer of record for review and approval. Consultants **MAY NOT** insert their logos on the Project Drawing Sheets. The consultant firm's name may be inserted in the designated space provided within Milwaukee County's Standard Title Block.

**SUBMIT TO:**

**MILWAUKEE COUNTY DEPARTMENT OF TRANSPORTATION PUBLIC WORKS - RECORDS  
CITY CAMPUS BUILDING COMPLEX  
2711 WEST WELLS STREET – FOURTH FLOOR  
MILWAUKEE, WI 53208  
ATTN: Alma Guzman  
(Phone: 414-278-3986)**

## EXAMPLE PROJECT FILE INDEX

SITE: MILWAUKEE COUNTY COURTHOUSE COMPLEX  
 BUILDING: COURTHOUSE ANNEX  
 PROJECT DESCRIPTION: THIRD FLOOR RENOVATION  
 MILWAUKEE CO PROJECT NO.: C711-99000

### A01.DWG

<u>Sheet Number</u>	<u>Sheet Contents</u>
<u>Architectural</u>	
T01	TITLE SHEET
A01	FIRST FLOOR PLAN
A02	SECOND FLOOR PLAN
A03	THIRD FLOOR PLAN
<u>Electrical</u>	
E01	FIRST FLOOR PLAN
E02	SECOND FLOOR PLAN
E03	THIRD FLOOR PLAN

<b>Xref name</b>	<b>Path</b>	<b>Xref type</b>
A1DETAIL	A1DETAIL.dwg	Attach
A2DETAIL	A2DETAIL.dwg	Attach
A3DETAIL	A3-DETAIL.dwg	Attach
A4DETAIL	A4DETAIL.dwg	Attach
PARTSECT	PARTSECT.dwg	Attach

<b>Layer Name</b>	<b>State</b>	<b>Color</b>	<b>Linetype</b>	
0	On	7 (white)	CONTINUOUS	
A-DETAIL HIDDEN	On	4 (cyan)	A-DETAIL HIDDEN	Xdep: A-DETAIL
A-DETAIL LINE	On	7 (white)	CONTINUOUS	Xdep: A-DETAIL
A-DETAIL NOTES	On	7 (white)	CONTINUOUS	Xdep: A-DETAIL
A-DETAIL TEXT	On	3 (green)	CONTINUOUS	Xdep: A-DETAIL
A-E1FL-FLOOR-PTRN	On	1 (red)	CONTINUOUS	
A-E1FL-WALL	On	3 (green)	CONTINUOUS	
A-E1FL-WIND	On	13	CONTINUOUS	
A-LOGOTEXT-BMR	On	3 (green)	CONTINUOUS	
A-LOGOTEXT-BMR-ADDR	On	6 (magenta)	CONTINUOUS	
A-N-BFLR-FILL	On	14	CONTINUOUS	
A-N-NOTE	On	7 (white)	CONTINUOUS	
A-REVS	On	14	CONTINUOUS	
A-SHBD-LINE	On	4 (cyan)	CONTINUOUS	
A-SHBD-TEXT	On	6 (magenta)	CONTINUOUS	

### **Defined Blocks.**

99000B1  
 99000C1

DRAFTING STANDARDS - SURVEYING AND BASE MAP PREPARATION

LAYER	LINETYPE	COLOR	SIZE	PLOT	ITEMS INCLUDED IN LAYER
C-CENTER LINE	CENTER	32	0.003		ROADWAY CENTER LINE, TRANSIT STATIONING
C-CONTOUR ORIG	DASHED	140	0.001		CONTOURS OF ORIGINAL GROUND
C-CONTOUR ORIG IDX	DASHED	141	0.005		INDEX CONTOURS OF ORIGINAL GROUND
C-CONTOUR ORIG TEXT		140	0.001		TEXT (ELEVATION) OF ORIGINAL CONTOURS
C-CURBS	CONTIN.	7	0.005		ASPHALT CURB, CONCRETE CURB, STONE CURB, CONCRETE CURB & GUTTER
C-EASEMENTS	DASHED	12	0.003		ALL EASEMENTS, DIMENSIONS AND BEARINGS
C-FENCE		9	0.005		ALL FENCES: WOOD, CHAIN LINK, BACKSTOPS, ETC.
C-FORESTRY		82	0.005		TREES, SHRUBS, PLANTER AREAS, TREE/SHRUB LINES, EDGE OF WOODS, EDGE OF BRUSH
C-LEASE LINES		40	0.003		LEASE LINES
C-PARKING	CONTIN.	7	0.005		PARKING SYMBOLS
C-PAVEMENT	CONTIN.	7	0.005		EDGE OF ASPHALT, EDGE OF GRAVEL, EDGE OF CONCRETE
C-PAVEMENT JOINTS	CONTIN./DASHED	251	0.001		JOINTS IN CONCRETE PAVEMENT
C-PNT_DES		7			SURVEY POINT DESCRIPTION
C-PNT_EAST		7			EASTING OF SURVEY POINT
C-PNT_ELV		7			ELEVATION OF SURVEY POINT
C-PNT_NODE		7			POINT TICK OF SURVEY POINT
C-PNT_NORTH		7			NORTHING OF SURVEYING POINT
C-PNT_NO		7			SURVEY POINT NUMBER
C-PROPERTY LINE	PHANTOM/CONTIN.	14	0.003		LOT / PARCEL / LAND DIVISION LINES / DIMENSION / BEARINGS
C-SECTION_LINE	PHANTOM	150	0.003		SECTION LINE, 1/4 SECTION LINE
C-STRUCTURE	CONTIN.	130	0.008		BUILDING / WALL / BRIDGE / SHELTER / ABUTMENTS
C-TEXT_BASE MAP		20	0.005		DESCRIPTION OF BASE MAP FEATURES: FENCES / PAVEMENT / BUILDING / ETC.
C-TEXT_ROW		2	0.005		STREET / EASEMENT / CSM / SUBDIVISION NAME / BLOCK NUMBER
C-TOPO_FEATURES	(SYMBOLS)	253	0.005		MH / FIRE HYDRANT / GV / POWER POLES / PLAY EQUIPMENT / BENCHES / ETC.
C-TOPO_LINES	CONTIN.	253	0.005		PLANTER / PLAY AREA / STOCK PILE / ETC. / TOP OF BANK / BOTTOM OF BANK
C-UTIL_BTE ES	HIDDEN (W/BTE)	30	0.001		UNDERGROUND COMMUNICATIONS / FIRE & POLICE / TRAFFIC SIGNAL / ETC.
C-UTIL_FAA	HIDDEN (W/FAA)	30	0.001		UNDERGROUND FAA
C-UTIL_CABLE TV	HIDDEN (W/TV)	30	0.001		UNDERGROUND CABLE TV LOCATION
C-UTIL_ELEC	HIDDEN (W/E)	10	0.001		UNDERGROUND AND OVERHEAD POWER LINES
C-UTIL_FUEL	CONTIN. (W/FUEL)	50	0.001		LIQUID PETROLEUM
C-UTIL_GAS	CONTIN. (W/G)	50	0.001		UNDERGROUND GAS LINE
C-UTIL_LIGHTING	HIDDEN (W/L)	10	0.001		UNDERGROUND AND OVERHEAD LIGHTING CABLE
C-UTIL_OTHER	VARIES	50	0.001		OTHER UNDERGROUND UTILITIES, I.E. STEAM, OIL, PETROLEUM
C-UTIL_SANITARY	CONTIN. (W/SAN)	92	0.001		SANITARY SEWER LOCATION / LOCAL & MMSD
C-UTIL_SECURITY	HIDDEN (W/AS)	30	0.001		AIRPORT SECURITY
C-UTIL_STORM	CONTIN. (W/SS)	92	0.001		STORM SEWER LOCATION
C-UTIL_TELE	HIDDEN (W/T)	30	0.001		UNDERGROUND AND OVERHEAD TELEPHONE LOCATION (INCLUDE FIBER OPTICS)
C-UTIL_WATER	CONTIN. (W/W)	160	0.001		WATER LOCATION
C-UTIL_UNDERDRAIN	DASHED (W/UN)	92	0.001		UNDERDRAIN
C-WALKS	CONTIN.	8	0.005		EDGE OF ASPHALT / STONE / CONCRETE WALKS
C-WATER_FEATURES	DIVIDE	5	0.005		EDGE OF LAGOON / LAKE / RIVER / CENTER LINE DITCH / WETLAND / MARSH

DRAFTING STANDARDS - A&E DIVISION, SITE DEVELOPMENT SECTION

<u>LAYER</u>	<u>LINETYPE</u>	<u>COLOR</u>	<u>PLOT LINESIZE</u>	<u>ITEMS INCLUDED IN LAYER</u>
C-ALT1_FEATURES	(SYMBOLS)	211	0.015	PROPOSED OBJECTS (SYMBOLS): FIRE HYDRANT, LIGHT POLE, ETC.
C-ALTERNATIVE1	CONTIN.	211	0.015	PROPOSED LINES: WALKS, CURB FLANGE, PAVEMENT EDGE, MATCH LINES, ETC.
C-ALT2_FEATURES	(SYMBOLS)	3	0.015	SAME AS ABOVE FOR SECOND ALTERNATIVE
C-ALTERNATIVE2	CONTIN.	3	0.015	SAME AS ABOVE FOR SECOND ALTERNATIVE
C-CENTER_LINE_PROP	CENTER	4	0.008	ROADWAY CENTER LINE, TRANSIT LINE, STATIONING
C-CONTOUR_PROP	DASHED	211	0.015	CONTOURS OF PROPOSED GROUND
C-CONTOUR_PROP_IDX	DASHED	211	0.015	INDEX CONTOURS OF PROPOSED GROUND
C-CONTOUR_PROP_TEXT		211	0.015	TEXT (ELEVATION) OF PROPOSED CONTOURS
C-CURBFACE_PROP	CONTIN.	6	0.025	PROPOSED CURB FACE
C-DIMENSIONS	CONTIN.	70	0.005	DIMENSION LEADER LINES, EXTENSION LINES, DIMENSIONS
C-DETAILS	VARIES	4	0.008	DRAWING DETAILS/ DETAIL TEXT/ DETAIL DIMENSIONS
C-EASE_PROP	DASHED	6	0.025	PROPOSED EASEMENT LINES
C-EROSION_CONT_PROP		6	0.025	SILT FENCE
C-LEASE_LINES_PROP	CONTIN.	41	0.003	PROPOSED LEASE LINES
C-PARKING_PROP	CONTIN.	7	0.005	PARKING SYMBOLS
C-PROF_EXIST	CONTIN.	7	0.005	EXISTING PROFILE
C-PROF_GRID	CONTIN.	2	0.001	PROFILE GRID ON 1" HORIZONTALLY AND VERTICALLY
C-PROF_PROPOSED	CONTIN.	211	0.015	PROPOSED PROFILE
C-PROF_TEXT		4	0.008	PROFILE GRADES (EXISTING AND PROPOSED) / SCALE/ NOTES/ GRID ELEVATIONS
C-PROPERTY_LINE_PROP	CONTIN.	6	0.025	PROPOSED LOT/ PARCEL/ LAND DIVISION/CSM LINES
C-TEXT_PROP		211	0.015	PROPOSED TEXT FOR ALTERNATIVE 1 NOTES
C-TEXT_ROW_PROP		4	0.008	PROPOSED EASEMENT/CSM/SUBDIVISION DIMENSIONS AND BEARINGS
C-TEXT_TITLES		6	0.025	TITLES OF DRAWING VIEWS, DETAILS, ETC.
C-TEXT_TITLE_BLOCK		4	0.008	TEXT IN TITLE BLOCK
C-TITLE_BLOCK	CONTIN.	6	0.025	BORDER FOR DRAWING & TITLE BLOCK
C-UTIL_BTE_ES_PROP	HIDDEN (W/BTE)	31	0.015	UNDERGROUND COMMUNICATIONS/ FIRE & POLICE/TRAFFIC SIGNAL ETC.
C-UTIL_CABLE_TV_PROP	HIDDEN (W/TV)	31	0.015	UNDERGROUND CABLE TV LOCATION
C-UTIL_ELEC_PROP	HIDDEN (W/E)	11	0.015	UNDER GROUND AND OVER HEAD POWER LINES
C-UTIL_FAA_PROP	HIDDEN (W/FAA)	31	0.015	UNDERGROUND FAA COMMUNICATION LINES
C-UTIL_FUEL_PROP	CONTIN. (W/FUEL)	51	0.001	LIQUID PETROLEUM
C-UTIL_GAS_PROP	CONTIN. (W/G)	51	0.015	UNDERGROUND GAS LINE
C-UTIL_LIGHTING_PROP	HIDDEN (W/L)	11	0.015	UNDERGROUND AND OVERHEAD LIGHTING CABLE
C-UTIL_OTHER_PROP	VARIES	11	0.015	OTHER UNDERGROUND UTILITIES. I.E. STEAM, OIL
C-UTIL_SANITARY_PROP	CONTIN. (W/SAN)	81	0.015	SANITARY SEWER LOCATION/ LOCAL & MMSD
C-UTIL_SECURITY_PROP	HIDDEN (W/AS)	31	0.001	AIRPORT SECURITY
C-UTIL_STORM_PROP	CONTIN. (W/SS)	81	0.015	STORM SEWER LOCATION
C-UTIL_TELE_PROP	HIDDEN (W/T)	31	0.015	UNDERGROUND AND OVERHEAD TELEPHONE LOCATION (INCLUDE FIBER OPTICS)
C-UTIL_UNDERDRAIN_PROP	DASHED (W/UN)	81	0.015	UNDERDRAIN LOCATION
C-UTIL_WATER_PROP	CONTIN. (W/W)	131	0.015	WATER LOCATION

SURVEY LINE DESCRIPTOR AND ASSUMPTIONS

LAYER	SURVEY LINE DESCRIPTOR	SURVEYOR'S ASSUMPTIONS	ITEMS INCLUDED IN LAYER
C-CENTER_LINE	CL1-4	FACE OF CURB AT FLOWLINE, BACK OF CURB AT TOP	ROADWAY CENTER LINE, TRANSIT LINE, STATIONING
C-CURBS	BOC1-4, FLNG1-4, GUT1-4		ASPHALT CURB, CONCRETE CURB, STONE CURB, CONCRETE CURB & GUTTER
C-EASEMNETS	BBS1-4, FN1-4, FNCL1-4, FNIR1-4		ALL EASEMENTS, DIMENSIONS AND BEARINGS
C-FENCE	FNPNK1-4, FNWD1-4, FNW1-4		ALL FENCES: WOOD, CHAIN LINK, ETC.
C-FORESTRY	WD1-4, TRL1-4, BRSH1-4	EDGE OF CENTERLINE OF TREE/ SHRUB LINES	TREES, SHRUBS, PLANTER AREAS, GOLF GREENS AND TEES
C-PAVEMENT	GRE1-4, TEE1-4	EDGE OF	TREE/ SHRUB LINES
C-PAVEMENT_JOINTS	BIT1-4, CON1-4, GR1-4	CENTERLINE OF TREE/ SHRUB LINES	EDGE OF ASPHALT, EDGE OF GRAVEL, EDGE OF CONCRETE
C-PNTDES	JT1-20	EDGE OF	JOINTS IN CONCRETE PAVEMENT
C-PNTEST			SURVEY POINT DESCRIPTION
C-PNTELE			EASTING OF SURVEY POINT
C-PNTNODE			ELEVATION OF SURVEY POINT
C-PNTNRTH			POINT TICK SURVEY POINT
C-PROPERTY_LINE	PL1-4, RWY1-4		NORTHING OF SURVEY
C-SECTION_LINE	SL1-4		LOT/ PARCEL/ LAND DIVISION LINES/ DIMENSION/ BEARINGS
C-STRUCTURE	ABUT/B1-4, ABUT/T1-4, BLD1-4		SECTION LINE, 1/4 SECTION
	DOCK1-4, DKB1-4, FDATION1-4		BUILDING/ WALL/ BRIDGE/ SHELTER
	GAR1-4, HSE1-4, SHD1-4		
	WALB1-4, WALT1-4, WWL1-4		
C-TOPO_FEATURES	BRC1-4, BBK1-4, BLR1-4, GRL1-4	BASE OF FEATURE, CL OF INLET AT GUTTER	LIGHT POLES, UTILITY POLES, HYDRANTS, INLETS, VALVES, ETC.
C-TOPO_LINES	L1-10, PTH1-4, PLT1-4, RR1-4	EDGE OF	PLANTER/ PLAY AREA/ STOCK PILE/ ETC/ TOP OF BANK/ BOTTOM OF BANK
	RRP1-4, STRP1-4, TBK1-4, TNCT1-4		
	BTE1-4		
	FAA1-4		
C-UTIL_BTE_ES	TV1-4		UNDERGROUND COMMUNICATIONS/ FIRE & POLICE/ TRAFFIC SIGNAL/ ETC
C-UTIL_FAA	BSET1-4, E1-4		UNDERGROUND FAA
C-UTIL_CABLE_TV	G1-4		UNDERGROUND CABLE TV LOCATION
C-UTIL_ELEC	LT1-4		UNDERGROUND AND OVERHEAD POWER LINES
C-UTIL_GAS	PPL1-4, UTIL1-4		UNDERGROUND GAS LINE
C-UTIL_LIGHTING	SAN1-4		UNDERGROUND AND OVERHEAD LIGHTING CABLE
C-UTIL_OTHER	CMP1-4, PVC1-4, RCP1-4, STM1-4		OTHER UNDERGROUND UTILITIES, I.E. STEAM, OIL
C-UTIL_SANITARY	FOC1-4, T1-4		SANITARY SEWER LOCATION/ LOCAL & MMSD
C-UTIL_STORM			STORM SEWER LOCATION
C-UTIL_TELE			UNDERGROUND AND OVERHEAD TELEPHONE LOCATION (INCLUDE FIBER OPTICS)
C-UTIL_UNDERDRAIN	UN1-4		UNDERDRAIN LOCATION
C-UTIL_WATER	WM1-4		WATER LOCATION
C-WALKS	SWA1-4, SWC1-4		EDGE OF ASPHALT/ STONE/ CONCRETE WALKS
C-WATER_FEATURES	DIT1-4, LAG1-4, LAK1-4, RIV1-4		EDGE OF LAGOON/ LAKE/ RIVER/ CENTER LINE DITCH/ WETLAND/ MARSH
	SWALE1-4, WLD1-4, WTR1-4		

# SOFTDESK AIA LAYERS (AUTO-ARCHITECT)

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINETYPE</u>
Appliances	A-FLOR-APPL	9	CONTINUOUS
Case work	A-FLOR-CASE	10	CONTINUOUS
Casework tags	A-CASE-IDEN	1	CONTINUOUS
Ceiling major features	A-CLNG	5	CONTINUOUS
Ceiling objects	A-CLNG	10	CONTINUOUS
Ceiling grid	A-CLNG-GRID	5	CONTINUOUS
Columns	S-COLS	4	CONTINUOUS
Construction tags	A-CONS-IDEN	1	CONTINUOUS
Demolition tags	A-DEMO-IDEN	1	CONTINUOUS
Doors	A-DOOR	10	CONTINUOUS
3D Doors	A-DOOR-ELEV	10	CONTINUOUS
Door elevation	A-DOOR-ELEV	10	CONTINUOUS
Door elevation swing	A-DOOR-ELEV-SYMB	10	HIDDEN
Door elevation swing (3D)	A-DOOR-ELEV-SYMB	10	HIDDEN
Door swing arc plan	A-DOOR-SWG	10	HIDDEN
3D Door hardware	A-DOOR-ELEV	10	CONTINUOUS
2D Door jamb	A-WALL-JAMB	8	CONTINUOUS
3D Door jamb	A-WALL-JAMB-ELEV	8	INVISIBLE
2D Door sills	A-DOOR-SILL	9	CONTINUOUS
3D Door sills	A-DOOR-SILL-ELEV	8	CONTINUOUS
Door and window blocks	A-WALL-OPEN	7	CONTINUOUS
Door and window headers	A-WALL-HEAD	15	INVISIBLE
Door tags	A-DOOR-IDEN	1	CONTINUOUS
Disabled access guides	A-AREA-INFO	8	CONTINUOUS
Electrical light ceiling	E-LITE-CLNG	11	CONTINUOUS
Electrical light wall	E-LITE-WALL	3	CONTINUOUS
Electrical switch	E-LITE-SWCH	3	CONTINUOUS
Electrical power	E-POWR-WALL	3	CONTINUOUS
Electrical communication	E-COMM-WALL	11	CONTINUOUS
Electrical control	E-CTRL-DEVC	6	CONTINUOUS
Electrical general	E-LITE	3	CONTINUOUS
Electrical tags	E-LITE-IDEN	11	CONTINUOUS
Equipment	A-EQUI	7	CONTINUOUS
Equipment tags	A-EQUI-IDEN	1	CONTINUOUS
Finish tag: Base	A-WALL-IDEN	1	CONTINUOUS
Finish tag: Ceiling	A-CLNG-IDEN	1	CONTINUOUS
Finish tag: Floor	A-FLOR-IDEN	1	CONTINUOUS
Finish tag: Combo	A-WALL-IDEN	1	CONTINUOUS
Finish tag: Wall	A-WALL-IDEN	1	CONTINUOUS
2D Fireplace	A-FLOR-FIRE	9	CONTINUOUS
3D Fireplace	A-FLOR-FIRE-ELEV	9	CONTINUOUS
3D Fireplace hearth	A-FLOR-FIRE-ELEV	9	CONTINUOUS
3D Fireplace mantle	A-FLOR-FIRE-ELEV	9	CONTINUOUS
2D Chimney	A-ROOF-CHIM	9	CONTINUOUS
3D Chimney	A-ROOF-CHIM-ELEV	9	CONTINUOUS

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINETYPE</u>
Framing members	S-FRAM	4	CONTINUOUS
Framing extents	S-FRAM-DIMS	5	CONTINUOUS
Kitchen/bath counter	A-FLOR-WDWK	7	CONTINUOUS
3D Kitchen/bath counter	A-FLOR-WDWK-ELEV	7	CONTINUOUS
Plumbing fixtures	P-FIXT	6	CONTINUOUS
Plumbing tags	A-PLUM-IDEN	1	CONTINUOUS
Toilet stalls	A-FLOR-TPTN	14	CONTINUOUS
Toilet stall 2D doors	A-FLOR-TPTN	9	CONTINUOUS
Toilet stall 3D doors	A-FLOR-TPTN-ELEV	6	CONTINUOUS
Toilet accessories	A-FLOR-SPCL	2	CONTINUOUS
Floor	A-FLOR-OTLN	12	CONTINUOUS
Floor edge	A-FLOR-OTLN	12	CONTINUOUS
Floor grid	A-FLOR-GRID	12	CONTINUOUS
Foundation walls	S-FNDN	4	CONTINUOUS
3D Foundation walls	S-FNDN-ELEV	15	CONTINUOUS
Footing	S-FNDN-FOOT	7	CONTINUOUS
Footing 3D	S-FNDN-FOOT-ELEV	3	CONTINUOUS
Furniture	A-FURN	10	CONTINUOUS
Furniture tags	A-FURN-IDEN	1	CONTINUOUS
Seating tags	A-SEAT-IDEN	1	CONTINUOUS
3D Furniture	A-FURN-ELEV	10	CONTINUOUS
Office panels	A-FURN-PNLS	1	CONTINUOUS
Roof lines 2D	A-ROOF-OTLN	11	CONTINUOUS
Roof faces 3D	A-ROOF-ELEV	90	CONTINUOUS
Roof fascia & soffit 3D	A-ROOF-EDGE	20	CONTINUOUS
Roof slope information	A-ROOF-IDEN	1	CONTINUOUS
Roof gutters	A-ROOF-GUTR	9	CONTINUOUS
Room tags	A-AREA-IDEN	2	CONTINUOUS
Closet shelves	A-FLOR-WDWK	13	CONTINUOUS
Closet rods	A-FLOR-OVHD	6	HIDDEN
Site	C-PSIT	7	CONTINUOUS
Space planning	A-AREA	3	CONTINUOUS
Sprinklers	F-SPRN-CLHD	5	CONTINUOUS
Sprinkler tags	F-SPRN-IDEN	5	CONTINUOUS
Stairs	A-FLOR-STRS	2	CONTINUOUS
Stair handrails	A-FLOR-RAIL	3	CONTINUOUS
Stair risers	A-FLOR-RISR	1	HIDDEN 4
Stair 3D treads	A-FLOR-STRS-ELEV	10	CONTINUOUS
Stair 3D riser	A-FLOR-RISR-ELEV	8	CONTINUOUS
Stair 3D handrail	A-FLOR-RAIL-ELEV	9	CONTINUOUS
Stair 3D balusters	A-FLOR-BALS-ELEV	15	CONTINUOUS
Stair 3D stringers	A-FLOR-STNG-ELEV	8	CONTINUOUS
Elevator	A-FLOR-ELTR	2	CONTINUOUS
Walls	A-WALL	15	CONTINUOUS
Walls - air gap	A-WALL-AGAP	15	CONTINUOUS
Walls - 3D	A-WALL-ELEV	15	CONTINUOUS
Walls - low	A-WALL-PRHT	15	CONTINUOUS

## SOFTDESK AIA LAYERS (CORE)

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINETYPE</u>
Masonry walls	A-WALL-MASN	2	CONTINUOUS
Wall center lines	A-WALL-CENT	1	CENTER 2
Wall hatch	A-WALL-PATT	14	CONTINUOUS
Wall jamb lines (break cap)	A-WALL-JAMB	15	CONTINUOUS
Wall 3D openings (non-vertical) JAMB 3D	A-WALL-ELEV	15	CONTINUOUS
Wall tags	A-WALL-IDEN	1	CONTINUOUS
Window glazing	A-GLAZ	13	CONTINUOUS
3D Windows	A-GLAZ-ELEV	5	CONTINUOUS
Window jamb	A-WALL-JAMB	6	CONTINUOUS
Window metal frame sill	A-GLAZ-JAMB	14	CONTINUOUS
Window sills	A-GLAZ-SILL	12	CONTINUOUS
Window footers	A-WALL-PRHT	11	CONTINUOUS
Glazing: Normal (3D)	A-GLAZ-ELEV	5	CONTINUOUS
Glazing: Special (3D)	A-GLAZ-ELEV	5	CONTINUOUS
Window and door casing (3D)	A-GLAZ-CASE	10	CONTINUOUS
Window and door trim (3D)	A-GLAZ-TRIM	10	CONTINUOUS
Window elevation	A-GLAZ-ELEV	5	CONTINUOUS
Window elevation swing	A-GLAZ-ELEV-SYMB	3	HIDDEN
Window plan swing arc	A-GLAZ	13	CONTINUOUS
Window elevation swing (3D)	A-GLAZ-ELEV-SYMB	3	HIDDEN
Window tags	A-GLAZ-IDEN	1	CONTINUOUS
Parking symbols	C-PKNG	7	CONTINUOUS
Parking stalls	C-PKNG-STRP	7	CONTINUOUS
Site utilities	C-PULT	7	CONTINUOUS
Drainage symbols	C-STRM	7	CONTINUOUS
People	A-ELEV-SYMB	7	CONTINUOUS
Plants - outdoor	L-PLNT	3	CONTINUOUS
Plants - indoor	A-FURN-PLNT	3	CONTINUOUS
Vehicles	C-PKNG-CARS	6	CONTINUOUS
Structural steel	S-FRAM	7	CONTINUOUS
Elevation (misc.)	A-ELEV	10	CONTINUOUS
Elevation mark	A-DETL	1	CONTINUOUS
Elevation text	A-DETL	1	CONTINUOUS
Section (misc.)	A-SECT	2	CONTINUOUS
Shadows	C-BLDG-PATT	8	CONTINUOUS
Thin Lines	THIN	1	CONTINUOUS
X-Fine lines	XFINE	14	CONTINUOUS
Color (halftone) lines	COLOR	6	CONTINUOUS
~Tex Layerst			
X-Fine text	TEXT XF	3	CONTINUOUS
Fine text	TEXT F	1	CONTINUOUS



## SOFTDESK AIA LAYERS (CORE)

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINETYPE</u>
<b>General Use</b>			
Heavy objects	HEVY	7	CONTINUOUS
Medium objects	MEDM	3	CONTINUOUS
Lite objects	LITE	1	CONTINUOUS
Dashed objects	DASH	1	DASHED
Hidden objects	HIDD	4	HIDDEN
Phantom objects	PHNT	3	PHANTOM
Center objects	CENT	2	CENTER
Dotted objects	DOTT	1	DOT
Divided objects	DIVI	3	DIVIDE
User text (small)	TEXT-SMAL	3	CONTINUOUS
User text (medium)	TEXT-MEDM	1	CONTINUOUS
User text (large)	TEXT-LARG	6	CONTINUOUS
Object label text	TEXT	1	CONTINUOUS
<b>Annotation</b>			
Hatch patterns	PATT	6	CONTINUOUS
Annotation/leaders/etc.	NOTE-ANNO	4	CONTINUOUS
Annotation text	NOTE-ANNT	4	CONTINUOUS
Dimension lines	DIMS	2	CONTINUOUS
Dimension text	DIMS	1	CONTINUOUS
Plan grid lines	S-GRID	1	CONTINUOUS
Plan grid bubbles	S-GRID-IDEN	1	CONTINUOUS
Plan grid bubble text	S-GRID-IDEN	1	CONTINUOUS
Section marks	SECT-IDEN	2	CONTINUOUS
Section mark text	SECT-IDEN	2	CONTINUOUS
Detail marks	DETL-IDEN	2	CONTINUOUS
Detail mark text	DETL-IDEN	2	CONTINUOUS
Miscellaneous annotation symbol	SYMB	6	CONTINUOUS
Miscellaneous annotation text	SYMB	6	CONTINUOUS
Table annotation text	ANNTABLE	4	CONTINUOUS
<b>Borders and Schedules</b>			
Border line	SHBD	4	CONTINUOUS
Border text (small)	SHBD-TEXT-SMAL	3	CONTINUOUS
Border text (medium)	SHBD-TEXT-MEDM	4	CONTINUOUS
Border text (large)	SHBD-TEXT-LARG	6	CONTINUOUS
Title block text (small)	SHBD-TTLB-SMAL	4	CONTINUOUS
Title block text (medium)	SHBD-TTLB-MEDM	3	CONTINUOUS
Title block text (large)	SHBD-TTLB-LARG	6	CONTINUOUS
Title text	SHBD-TTLB	1	CONTINUOUS
Title lines	SHBD-LINE	6	CONTINUOUS
Heavy schedule lines	SCHD-LINE-HEVY	6	CONTINUOUS
Schedule lines	SCHD-LINE	4	CONTINUOUS
Schedule rule lines	SCHD-LINE-RULE	5	CONTINUOUS

## SOFTDESK AIA LAYERS (CORE)

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINETYPE</u>
Schedule text (titles)	SCHD-TEXT-TITL	6	CONTINUOUS
Schedule text (entries)	SCHD-TEXT-ENTS	1	CONTINUOUS
Schedule text (notes)	SCHD-TEXT-NOTE	3	CONTINUOUS
Legend lines	SCHD-LINE-LGND	1	CONTINUOUS
Legend text (small)	SCHD-TEXT-SMAL	4	CONTINUOUS
Legend text (medium)	SCHD-TEXTMEDM	2	CONTINUOUS
Legend text (large)	SCHD-TEXT-LARG	6	CONTINUOUS
Miscellaneous			
Reference objects	NPLT	8	CONTINUOUS
Noplot layer	NPLT	8	CONTINUOUS
Boundary lines	PLOT	6	CONTINUOUS
Zone boundaries	ZONE	6	CONTINUOUS
Match lines	PLOT	8	CONTINUOUS
Match line text	MATCHTEXT	8	CONTINUOUS
<b>Productivity Tools Layers</b>			
Day stamp layer	DAYSTAMP	8	CONTINUOUS
Detail layer	DETL	7	CONTINUOUS
<b>Data Link</b> (ASG alias numbers shown in parentheses)			
Hidden reference blocks (2050)	DLBASE	4	CONTINUOUS
Measured entities (2051)	DLENGTH	1	CONTINUOUS
Measured entities (2052)	DLAREA	2	CONTINUOUS
Tick marks (2053)	DLTICKS	1	CONTINUOUS
Text (2054)	DLTEXT	4	CONTINUOUS
Leaders (2055)	DLLDR	2	CONTINUOUS
Schedules (2056)	DLSCH	4	CONTINUOUS
Manual digitize (2057)	DLMD	2	CONTINUOUS

## SOFTDESK AIA LAYERS (ELECTRIC)

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINETYPE</u>
Lighting Fixtures	E-LITE	3	CONTINUOUS
Lighting Fixture Nodes	E-LITE-NPLT	3	CONTINUOUS
Existing Layout/System	E-LITE-EXST	7	HIDDEN
Emergency Lights	E-LITE-EMER	3	CONTINUOUS
Emergency Misc. Devices	E-EMER-DEVC	3	CONTINUOUS
Emergency Exit Signs	E-EMER-SIGN	4	CONTINUOUS
Switches/Devices	E-LITE-SWCH	6	CONTINUOUS
Light Circuits/General	E-LITE-CIRC	2	CONTINUOUS
Light Circuits/Under Floor	E-LITE-CIRC-UFLR	2	HIDDEN
Light Circuits/Wall	E-LITE-CIRC-WALL	2	DASHED
Light Circuits/Cellular	E-LITE-CIRC-CELL	2	EWCELL
Light Circuits/Above Ceiling	E-LITE-CEIL	2	EWIREUP
Power Receptacles	E-POWR	5	CONTINUOUS
Power Circuits/General	E-POWR-CIRC	7	CONTINUOUS
Power Circuits/Under Floor	E-POWR-CIRC-URAC	7	HIDDEN
Power Circuits/Wall	E-POWR-CIRC-WALL	7	DASHED
Power Circuits/Cellular	E-POWR-CIRC-CELL	7	EWCELL
Power Circuits/Above Ceiling	E-POWR-CIRC-CEIL	7	EWIREUP
Tags	E-SYMB	7	CONTINUOUS
Fire Equipment	E-FIRE	1	CONTINUOUS
Control Devices	E-CRTL-DEVC	8	CONTINUOUS
Schematic Diagrams	E-1LIN	5	CONTINUOUS
Primary Equipment	E-1LIN-EQP1	7	CONTINUOUS
Secondary Equipment	E-1LIN-EQP2	2	CONTINUOUS
Primary Bus	E-1LIN-BUS1	4	CONTINUOUS
Secondary Bus	E-1LIN-BUS2	1	CONTINUOUS
Primary Feeders/General	E-1LIN-CON1	5	CONTINUOUS
Secondary Feeders/General	E-1LIN-CON2	6	CONTINUOUS
Primary Feeders/Overhead	E-1LIN-OVH1	7	DASHED
Secondary Feeders/Overhead	E-1LIN-OVH2	2	DASHED
Switchgear Box	E-1LIN-BOX	4	DASHED
Riser/Ladder Diagrams	E-1LIN-RISR	2	PHANTOM
Miscellaneous Devices	E-AUXL	7	CONTINUOUS
3D Conduit	E-POWR-CIRC-ELEV	8	CONTINUOUS
One-line Conduits & Fittings	E-POWR-COND	2	CONTINUOUS
Dimensioning	DIMS	7	CONTINUOUS
Symbols	SYMB	7	CONTINUOUS
Text	E-TEXT	7	CONTINUOUS

# SOFTDESK AIA LAYERS (HVAC)

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINE</u>	<u>TYPE</u>
HVAC (common layers)				
<b>Details</b>	M-DETL	7		CONTINUOUS
2D Air Equipment	M-DUCT-SUPP	3		CONTINUOUS
3D Air Equipment	M-HAVC-EQPM-ELEV	2		CONTINUOUS
Water Equipment	M-EQMP	6		CONTINUOUS
Misc. Equipment	M-EQMP	6		CONTINUOUS
Hot Water Supply	M-HOTW-SUPP	1		HOTWR
Hot Water Return	M-HOTW-RETN	2		CONTINUOUS
Cold Water Supply	M-CWTR-SUPP	5		COLDWR
Cold Water Return	M-CWTR-RETN	6		COLDWR
Gas Piping	M-FUEL-GGEP	2		CONTINUOUS
Dots	P-NPLT	1		DOT
Fuel Oil Supply	M-FUEL-OGEP	2		CONTINUOUS
Fuel Oil Return	M-FUEL-OGEP-RETN	1		CONTINUOUS
Fuel Oil Vent	M-FUEL-OGEP-VENT	2		DASHDX2
Pipe Fittings	M-PIPE	6		CONTINUOUS
Pipe Valves	M-PIPE-VALV	6		CONTINUOUS
Piping Text	M-PIPE-TEXT	7		CONTINUOUS
Controls	M-CONT	6		CONTINUOUS
Miscellaneous	M-EQMP	6		CONTINUOUS
Misc Text	TEXT	7		CONTINUOUS
Existing Layout	M-EXST	7		CONTINUOUS
Pneumatic Control lines	M-CONT-PNEU	7		PNEUM
Electrical Control lines	M-CONT-WIRE	7		CONTINUOUS
 ~Supply				
2D Terminals	M-HVAC-CDFF-SUPP	3		CONTINUOUS
3D Terminals	M-HVAC-CDFF-SUPP-ELEV	2		CONTINUOUS
Terminal Blow-out Arrows	M-PHVA-SYMB-SUPP	7		CONTINUOUS
Terminal Tags	M-PHVA-NOTE-SUPP	7		CONTINUOUS
Single-line duct labels	M-DUCT-NOTE-SUPP	7		CONTINUOUS
Duct Single Line	M-DUCT-1LIN-SUPP	3		CONTINUOUS
2D Duct Lining	M-DUCT-INSL-SUPP	3		DASHED
2D Duct	M-DUCT-SUPP	6		CONTINUOUS
3D Duct	M-DUCT-ELEV-SUPP	5		CONTINUOUS
2D Flexible Duct	M-DUCT-SUPP	6		CONTINUOUS
3D Flexible Duct	M-DUCT-FLEX-ELEV-SUPP	5		CONTINUOUS
Duct Labels	M-PDUC-TEXT-SUPP	7		CONTINUOUS
Duct Tags	M-PDUC-NOTE-SUPP	7		CONTINUOUS
Duct Dimemsions	M-PDUC-DIMS-SUPP	7		CONTINUOUS
Duct Accessories	M-DUCT-ACCS-SUPP	11		CONTINUOUS
Fitting Single Line	M-FITT-1LIN-SUPP	4		CONTINUOUS
2D Fittings	M-DUCT-SUPP	6		CONTINUOUS
3D Fittings	M-FITT-ELEV-SUPP	1		CONTINUOUS
Flange in Fittings	M-FITT-FLNG-SUPP	7		CONTINUOUS
Fitting Tags	M-FITT-NOTE-SUPP	7		CONTINUOUS
Center Lines	M-DUCT-CTRL-SUPP	7		CONTINUOUS
Elite/ Trane Nodes	M-DUCT-NPLT-SUPP	5		CONTINUOUS
 ~Return				
2D Terminals	M-HVAC-CDFF-RTRN	3		CONTINUOUS
3D Terminals	M-HVAC-CDFF-RTRN-ELEV	2		CONTINUOUS
Terminal Blow-out Arrows	M-PHVA-SYMB-RTRN	7		CONTINUOUS

Terminal Tags	M-PHVA-NOTE-RTRN	7	CONTINUOUS
Single-line duct labels	M-DUCT-NOTE-RTRN	7	CONTINUOUS
Duct Single Line	M-DUCT-1LIN-RTRN	3	CONTINUOUS
2D Duct Lining	M-DUCT-INSL-RTRN	3	DASHED
2D Duct	M-DUCT-RTRN	5	CONTINUOUS
3D Duct	M-DUCT-ELEV-RTRN	5	CONTINUOUS
2D Flexible Duct	M-DUCT-FLEX-RTRN	13	CONTINUOUS
3D Flexible Duct	M-DUCT-FLEX-ELEV-RTRN	5	CONTINUOUS
Duct Labels	M-PDUC-TEXT-RTRN	7	CONTINUOUS
Duct Tags	M-PDUC-NOTE-RTRN	7	CONTINUOUS
Duct Dimensions	M-PDUC-DIMS-RTRN	7	CONTINUOUS
Duct Accessories	M-DUCT-ACCS-RTRN	11	CONTINUOUS
Fitting Single Line	M-FITT-1LIN-RTRN	4	CONTINUOUS
2D Fittings	M-DUCT-RTRN	5	CONTINUOUS
3D Fittings	M-FITT-ELEV-RTRN	1	CONTINUOUS
Flange in Fittings	M-FITT-FLNG-RTRN	7	CONTINUOUS
Fitting Tags	M-FITT-NOTE-RTRN	7	CONTINUOUS
Center Lines	M-DUCT-CTRL-RTRN	7	CONTINUOUS
Elite/Trane Nodes	M-DUCT-NPLT-RTRN	5	CONTINUOUS
Exhaust			
2D Terminals	M-HVAC-CDFF-EXHS	3	CONTINUOUS
3D Terminals	M-HVAC-CDFF-EXHS-ELEV	2	CONTINUOUS
Terminal Blow-out Arrows	M-PHVA-SYMB-EXHS	7	CONTINUOUS
Terminal Tags	M-PHVA-NOTE-EXHS	7	CONTINUOUS
Single-line duct labels	M-DUCT-NOTE-EXHS	7	CONTINUOUS
Duct Single Line	M-DUCT-1LIN-EXHS	3	CONTINUOUS
2D Duct Lining	M-DUCT-INSL-EXHS	3	DASHED
2D Duct	M-DUCT-EXHS	4	CONTINUOUS
3D Duct	M-DUCT-ELEV-EXHS	5	CONTINUOUS
2D Flexible Duct	M-DUCT-FLEX-EXHS	13	CONTINUOUS
3D Flexible Duct	M-DUCT-FLEX-ELEV-EXHS	5	CONTINUOUS
Duct Labels	M-PDUC-TEXT-EXHS	7	CONTINUOUS
Duct Tags	M-PDUC-NOTE-EXHS	7	CONTINUOUS
Duct Dimensions	M-PDUC-DIMS-EXHS	7	CONTINUOUS
Duct Accessories	M-DUCT-ACCS-EXHS	11	CONTINUOUS
Fitting Single Line	M-FITT-1LIN-EXHS	4	CONTINUOUS
2D Fittings	M-DUCT-EXHS	4	CONTINUOUS
3D Fittings	M-FITT-ELEV-EXHS	1	CONTINUOUS
Flange in Fittings	M-FITT-FLNG-EXHS	7	CONTINUOUS
Fitting Tags	M-FITT-NOTE-EXHS	7	CONTINUOUS
Center Lines	M-DUCT-CTRL-EXHS	7	CONTINUOUS
Elite/Trane Nodes	M-DUCT-NPLT-EXHS	5	CONTINUOUS
~Other			
2D Terminals	M-HVAC-CDFF-OTHR	3	CONTINUOUS
3D Terminals	M-HVAC-CDFF-OTHR-ELEV	2	CONTINUOUS
Terminal Blow-out Arrows	M-PHVA-SYMB-OTHR	7	CONTINUOUS
Terminal Tags	M-PHVA-NOTE-OTHR	7	CONTINUOUS
Single-line duct labels	M-DUCT-NOTE-OTHR	7	CONTINUOUS
Duct Single Line	M-DUCT-1LIN-OTHR	3	CONTINUOUS
2D Duct Lining	M-DUCT-INSL-OTHR	3	DASHED
2D Duct	M-DUCT-OTHR	3	CONTINUOUS
3D Duct	M-DUCT-ELEV-OTHR	5	CONTINUOUS
2D Flexible Duct	M-DUCT-FLEX-OTHR	13	CONTINUOUS
3D Flexible Duct	M-DUCT-FLEX-ELEV-OTHR	5	CONTINUOUS
Duct Labels	M-PDUC-TEXT-OTHR	7	CONTINUOUS
Duct Tags	M-PDUC-NOTE-OTHR	7	CONTINUOUS
Duct Dimensions	M-PDUC-DIMS-OTHR	7	CONTINUOUS
Duct Accessories	M-DUCT-ACCS-OTHR	11	CONTINUOUS

Fitting Single Line	M-FITT-1LIN-OTHR	4	CONTINUOUS
2D Fittings	M-DUCT-OTHR	3	CONTINUOUS
3D Fittings	M-FITT-ELEV-OTHR	1	CONTINUOUS
Flange in Fittings	M-FITT-FLNG-OTHR	7	CONTINUOUS
Fitting Tags	M-FITT-NOTE-OTHR	7	CONTINUOUS
Center Lines	M-DUCT-CRTL-OTHR	7	CONTINUOUS
Elite/Trane Nodes	M-DUCT-NPLT-OTHR	5	CONTINUOUS

# SOFTDESK AIA LAYERS (PLUMBING)

<u>DESCRIPTION</u>	<u>LAYER CORE</u>	<u>COLOR</u>	<u>LINETYPE</u>
<b>~PLUMBING FIXTURES</b>			
Fixtures	P-SANR-FIXT	7	CONTINUOUS
Fixture Connection DCW	P-SANR-FIXT-DCW	4	CONTINUOUS
Fixture Connection DHW	P-SANR-FIXT-DHW	1	CONTINUOUS
Fixture Connection Waste	P-SANR-FIXT-DWV	3	CONTINUOUS
Roof Drains	P-STRM-RFDR	6	CONTINUOUS
Toilet stalls	A-FLOR-TPTN	14	CONTINUOUS
Toilet stall 2D doors	A-FLOR-TPTN	9	CONTINUOUS
Toilet stall 3D doors	A-FLOR-TPTN-ELEV	6	CONTINUOUS
Toilet accessories	S-FLOR-SPCL	2	CONTINUOUS
Slope Lines	A-ROOF-SLOP	4	DASHED
Kitchen/bath counter	A-FLOR-WDWK	7	CONTINUOUS
3D Kitchen/bath counter	A-FLOR-WDWK-ELEV	7	CONTINUOUS
<b>~PIPING MISCELLANEOUS+FITTING &amp; APPURTENANCES</b>			
Piping Miscellaneous	P-MISC	2	CONTINUOUS
Symbols & Appurtenances	P-PIPE-MISC	2	CONTINUOUS
Fitting Ticks	P-PIPE-MISC	2	CONTINUOUS
Double Line Piping	P-PIPE-SECT	1	CONTINUOUS
Sprinkler Label Text	F-SPRN-TEXT	5	CONTINUOUS
Pipe Label Text	P-PIPE-TEXT	7	CONTINUOUS
Plumbing Notes Text	P-MISC-NOTE	7	CONTINUOUS
Dots	P-MISC-DOT	1	DOT
Valves	P-PIPE-VALV	6	CONTINUOUS
Fire Prot. Symbols & Appurtenances	F-SPRN-SMBL	3	CONTINUOUS
Fire Prot. Fitting Ticks	F-SPRN-MISC	1	CONTINUOUS
Fire Prot. Valves	F-SPRN-VALV	1	CONTINUOUS
<b>~PIPE LINES</b>			
Domestic Cold Water	P-DOMW-PIPE-COLD	4	DCW
Chilled Water Supply	P-DOMW-PIPE-CHLS	4	CONTINUOUS
Chilled Water Return	P-DOMW-PIPE-CHLR	4	CONTINUOUS
Domestic Hot Water	P-DOMW-PIPE-HOTW	1	DHW
Domestic Hot Water Recirc	P-DOMW-PIPE-HOTC	2	DHWR
Heating Water Supply	P-DOMW-PIPE-HOTS	7	CONTINUOUS
Heating Water Return	P-DOMW-PIPE-HOTR	7	CONTINUOUS
Steam Supply	P-STEM-PIPE-SUPP	6	CONTINUOUS
Steam Return	P-STEM-PIPE-RETN	6	DASHED
Condensate Return	P-COND-PIPE	6	DASHED
Sanitary Waste	P-SANR-PIPE	3	CONTINUOUS
Sanitary Vent	P-SANR-PIPE-VENT	3	VENT
Acid Waste	P-ACID-PIPE	6	CONTINUOUS
Acid Vent	P-ACID-PIPE-VENT	6	VENT
Roof Water	P-STRM-PIPE	3	CONTINUOUS
Gas	P-GASX-PIPE	2	CONTINUOUS
Liquified Petroleum Gas	P-LPGS-PIPE	2	CONTINUOUS
Compressed Air Piping	P-CAIR-PIPE	3	CONTINUOUS
Vacuum	P-VACM-PIPE	2	CONTINUOUS
Oxygen	P-OXYG-PIPE	3	CONTINUOUS
Nitrous Oxide	P-NITR-PIPE	4	CONTINUOUS
Gasoline	P-PETR-PIPE	6	CONTINUOUS
Fuel Oil Supply	P-FUEL-PIPE-SUPP	2	CONTINUOUS
Fuel Oil Return	P-FUEL-PIPE-RETN	2	CONTINUOUS
Fuel Oil Vent	P-FUEL-PIPE-VENT	2	DASHDX2

Site Piping	P-SITE-PIPE	4	CONTINUOUS
Fire Prot. General	F-STAN	3	CONTINUOUS
Fire Prot. Sprinkler	F-SPRN-PIPE	3	CONTINUOUS
Unspecified Pipe with Text	P-PIPE-TEXT	7	CONTINUOUS
~ISOMETRIC RISER PIPING + FITTINGS + APPERTENANCES			
Iso-Riser Waste Pipe	P-ISAN-PIPE	7	CONTINUOUS
Iso-Riser Vent Pipe	P-ISAN-PIPE-VENT	7	VENT
Iso-Riser Storm Pipe	P-ISTM-PIPE	7	CONTINUOUS
Iso-Riser Domestic Cold Wtr	P-IDOM-PIPE-COLD	7	DCW
Iso-Riser Domestic Hot Wtr	P-IDOM-PIPE-HOTW	7	DHW
Iso-Riser Domestic Hot Recirc	P-IDOM-PIPE-HOTC	7	DHWR
Iso-Riser Valve	P-IPIP-VALV	7	CONTINUOUS
Iso-Riser Fitting	P-IPIP-MISC	7	CONTINUOUS
Iso-Equipment	P-IEQP	7	CONTINUOUS
Iso-Equipment Hidden	P-IEQP-HIDD	7	HIDDEN
~EQUIPMENT			
Pump	P-EQPM	7	CONTINUOUS
Aboveground Storage Tank	P-EQPM-SITE	7	CONTINUOUS
Underground Storage Tank	P-EQPM-SITE-HIDD	7	HIDDEN
Water Heater	P-EQPM	7	CONTINUOUS
Controls Symbols	P-MISC		



### AutoCAD standard text set-up as follows:

Style name:	STANDARD
Font name:	ROMANS
Height:	3/32" (scale relative to drawing scale) EXAMPLE: at 1/8"=1'-0", the text size would be 9"
Width factor:	0.75
Obliquing angle:	0.00
Backwards:	NO
Upside-down:	NO
Orientation	HORIZONTAL

### AutoCAD dimensioning set-up as follows:

DIMASZ	=	1/8" (arrow size)
DIMCLRT	=	(2) Yellow (dimension text color)
DIMEXO	=	1/16" (extension line origin offset)
DIMEXE	=	1/16" (amount extension line extends beyond dimension line)
DIMTAD	=	ON (places text above dimension line)
DIMTIH	=	OFF (align text with dimension line)
DIMTOH	=	OFF (aligns text with dimension line)
DIMTS	=	1/32" (tick size - only if using ticks)
DIMTVP	=	90 (controls text position based on numeric value)
DIMSCALE	=	(relative to drawing scale)
DIMENSION LINE COLOR	=	BYLAYER
EXTENSION LINE COLOR	=	BYLAYER
DIMENSION TEXT COLOR	=	2 (Yellow)
TOLERANCE HEIGHT	=	3/32"

- Name the dimension style "STANDARD" when the settings have been completed.
- PLEASE DO NOT EXPLODE DIMENSIONS

### EXAMPLES:



AutoCAD standard variable settings are as follows:

Full 1"=1"	1=1	0.25	3/32"
3" = 1'	1=4	1	3/8"
1-1/2" = 1'	1=8	2	3/4"
1" = 1'	1=12	3	1-1/8"
3/4" = 1'	1=16	4	1-1/2"
1/2" = 1'	1=24	6	2-1/4"
3/8" = 1'	1=32	8	3"
1/4" = 1'	1=48	12	4-1/2"
3/16" = 1'	1=64	16	6"
1/8" = 1'	1=96	24	9"
1/16" = 1'	1=192	48	18"
1/32" = 1'	1=384	96	36"
1" = 10'	1=120	30	11.25"
1" = 20'	1=240	60	22.5"
1" = 30'	1=360	90	33.75"
1" = 40'	1=480	120	45"
1" = 50'	1=600	150	56.25"
1" = 60'	1=720	180	67.50"
1" = 100'	1=1200	300	112.5"
1" = 200'	1=2400	600	225"
1" = 300'	1=3600	900	337.5"
1" = 400'	1=4800	1200	450"
1" = 500'	1=6000	1500	562.5"

MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION

COMPLETE LISTING OF SUBCONSULTANTS

(To Be Completed by Prime Consultant)

Date \_\_\_\_\_

Project Title \_\_\_\_\_

Project Number \_\_\_\_\_

Prime Consultant \_\_\_\_\_

In the execution of the subject Prime Consultant Agreement, I/We propose to use the following  
Subconsultant Firms/Individuals:

<u>No.</u>	<u>Name of Firm, Address</u>	<u>Type of Service</u>	<u>Principal Contact</u>
—	_____	_____	_____
—	_____	_____	_____
—	_____	_____	_____
—	_____	_____	_____
—	_____	_____	_____
—	_____	_____	_____
—	_____	_____	_____
—	_____	_____	_____
—	_____	_____	_____
—	_____	_____	_____
—	_____	_____	_____

For Prime Consultant:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_

\_\_\_\_\_

For Milwaukee County  
Department of Administrative Services  
Facilities Management Division:

Approved (No's): \_\_\_\_\_

REJECTED/RESUBMIT  
(No's): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title - Project Manager

\_\_\_\_\_  
Date

**MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION**

**SUBCONSULTANT COMPLIANCE CERTIFICATION**

Date \_\_\_\_\_

Project Title \_\_\_\_\_

Project Number \_\_\_\_\_

Prime Consultant \_\_\_\_\_

This is to certify that I/We:

\_\_\_\_\_  
Name of Subconsultant

\_\_\_\_\_  
Address

Shall provide the following Subconsulting Services to the above named Prime Consultant:

\_\_\_\_\_  
Type of Services

We also certify, that if we are approved for this project, we shall be bound by all applicable terms and conditions - including "Audit and Inspection of Records" requirements - as listed for the Prime Consultant. No work will be started until we have an executed Agreement with the Prime Consultant incorporating all of the above requirements.

For Subconsultant:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES  
FACILITIES MANAGEMENT DIVISION  
**CONSULTANT AGREEMENT CLOSEOUT CHECKLIST**

Consultant: \_\_\_\_\_

Project: \_\_\_\_\_ Project No. \_\_\_\_\_

Agreement (contract) No. \_\_\_\_\_ Effective Date \_\_\_\_\_

C.B. File No. \_\_\_\_\_ Reference No. \_\_\_\_\_ Account No. \_\_\_\_\_

Type Agreement: A:\_\_\_\_ B:\_\_\_\_ (Annual) C:\_\_\_\_ D:\_\_\_\_

Consultant Selection Documentation in File \_\_\_\_\_ Yes \_\_\_\_\_ No

**These deliverable items from the consultant must be in the FACILITIES MANAGEMENT DIVISION Project (JOB) File:**

- ☐ A. Final Project Program Report (Sec. 3.1.3)  
*(scope of project as agreed by all parties)*
- ☐ B. Final Estimate of Probable Construction Costs (Sec. 3.4.2)  
*(submitted before bid process begins)*
- ☐ C. Copies of all State and Local Plan Examination approvals and receipts for paid application fees (Sec. 3.5.2.2)
- ☐ D. Project Manual and all addendum originals (Sec. 3.4.2, 3.5.2.3)
- ☐ E. Written recommendation as to Substantial Completion and final acceptance of the project (Sec. 3.6.2, 5.4.1.1) (AIA Form G704)
- ☐ F. Written confirmation of compliance of the Work with Contract Documents (Sec. 3.6.2) (WI Commercial Bldg. Code, Form SBDB-9720)
- ☐ G. Final updated cost loaded schedule (Attachment "G-1")
- ☐ H. Record documents (Attachment "H-1") are accessible and useable \_\_\_\_\_  
(Mike Zylka)
- ☐ I. Operation and maintenance manuals and data (Consultant Approved)
- ☐ J. Confirmation of Site Clean-up (*i.e., environmental or geotechnical soil cuttings, purge water*)
- ☐ K. DBE Participation (Attach Approved Final Utilization Report): DBD-016PS  
DBD-018PS

All of the above items applicable to this project have been submitted.

Prime Consultant Signature \_\_\_\_\_

County Project Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Score:** \_\_\_\_\_

**MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES  
FACILITIES MANAGEMENT DIVISION  
CONSULTANT EVALUATION FORM**

Consultant Name: \_\_\_\_\_  
Consultant P.M. \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Project No.: \_\_\_\_\_ Contract No: \_\_\_\_\_  
Date of Evaluation: \_\_\_\_\_  
Evaluation Form Completed By: \_\_\_\_\_

Basic Services Provided By the Consultant:

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**Please circle appropriate response**

**Performance Assessment:**

**I Quality of Work:**

- ( 4 ) Satisfied/Above Average
- ( 3 ) Acceptable/Average
- ( 2 ) Marginally Acceptable/Below Average
- ( 1 ) Unacceptable

Comments:

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**II Adherence to Schedule/Timeliness/Responsiveness:**

- ( 4 ) Satisfied/Above Average
- ( 3 ) Acceptable/Average
- ( 2 ) Marginally Acceptable/Below Average
- ( 1 ) Unacceptable

Comments:

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**III Budget Management/DBE Compliance:**

- ( 4 ) Satisfied/Above Average
- ( 3 ) Acceptable/Average
- ( 2 ) Marginally Acceptable/Below Average
- ( 1 ) Unacceptable

Comments:

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Additional comments:

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**Composite Score = I + II + III / 3**

**IN WITNESS WHEREOF**, This Agreement executed the date and year first above written.

**FOR: MILWAUKEE COUNTY**

**BY CONSULTANT**

\_\_\_\_\_  
Patrick Farley, Director  
Department of Administrative Services

\_\_\_\_\_  
Consulting Firm's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gregory G. High, Director  
AE&ES Section  
Facilities Management Division, DAS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witnessed by

**REVIEWED AS TO INSURANCE REQUIREMENTS**

\_\_\_\_\_  
Risk Manager

\_\_\_\_\_  
Date

If Principal is a Corporation  
IMPRINT CORPORATE SEAL

**REVIEWED AS TO DISADVANTAGED  
BUSINESS ENTERPRISE REQUIREMENTS**

Approved with regards  
to County Ordinance Chapter 42

\_\_\_\_\_  
Freida Webb  
Community Business Development Partners

\_\_\_\_\_  
Date

**Approved as to form and  
independent contractor status  
by Corporation Counsel**

\_\_\_\_\_  
Kimberly Walker  
Corporation Counsel

\_\_\_\_\_  
Date

CB File No. \_\_\_\_\_